

COMMACK PTA COUNCIL
Guidelines for
NYS HONORARY LIFE MEMBERSHIP (HLM)
AWARD
And DISTINGUISHED SERVICE AWARD (DSA)

Required Total Points for Award:
Honorary Life - 100, Distinguished Service - 300

These PTA awards are given to recognize parents, Commack School District Employees, and/or Commack Community Members, who go above and beyond (on a volunteer level). This award is not given out lightly, as it is an EARNED award. It is important to note that it may take years to accumulate the required points, and as you go from grade to grade, year-to-year and school-to-school, you keep your accrued points. The points needed for the Distinguished Service Award start to accrue, only after you receive the Honorary Life Membership Award, (Where you start over again). Please note, once again, that it takes years to accrue 300 points.

- Honorary Life Membership Award may be awarded, by either Council or any of the units, only once to any recipient, in his or her lifetime, in the Commack School District.
- Recipient of Honorary Life Membership need not be a PTA member.
- Distinguished Service Award may be awarded, by PTA Council (max. 2) and the Commack High School (max. 1, in addition to the two HLM awards), only after a minimum of eight years of PTA service.
- Recipient of a DSA must have already won the HLM for a unit or council. Include the date the person received the HLM.
- Recipient of a DSA must be a PTA member.
- At least two years must have elapsed since the person received the HLM to be eligible for DSA.
- List activities using the guidelines outlined below. Include the dates of each activity or the number of years of involvement in each activity. For DSA considerations, list only the areas of involvement since the person received the HLM.

I. Service in the Commack PTA (Unit or Council) - Points are per year

President - 16

Elected Officer - 8

Chairperson of Standing Committee - 4

Member of Standing Committee - 2

Chairperson of Special Committee - 2

Member of Special Committee - 1

Initiate or institute a new educational, health or safety program - 4

Attend State PTA Convention - 3

Trip to Albany for Financial or Legislative Aid for Commack School District - 1

Leadership Training – 1

Education Conference – 1

Teacher Representative/Liaison – 5

Workshop Presentation (unpaid) – 8

II. PTA - State or District Level

President - District Director - 12

Elected Officer - Assistant Director - 6

Chairperson of Standing Committee - 3

Member of Standing Committee - 2

Chairperson of Special Committee - 2

Member of Special Committee - 1

Initiate or institute new educational, health or safety program – 3

III. School or School District Involvement

Member of School Board - 6

Chairperson of School Citizens Advisory Committee - 3

Member of School Citizens Advisory Committee - 2

Member Volunteer School Program - 1

Class Parent - 2

Team Parent – 1

Assistant Coach (non paid position) - 4

Staff: Attendance at PTA functions and events – 2 (per event)

Staff: Volunteer Program Facilitator at non-PTA events (i.e. Commack Day, CEF Car Show) –3

Staff: PTA Member-3

IV. Commack Community Volunteer Involvement (Scouts, etc.)

Organizational, Area, Service Unit, Troop leaders, etc.; Co-Leader, Den Parent - 4

Project Leader, Chairperson (Cookie Parent, fundraising, etc.) – 1

V. Youth Athletic League (Little League, Soccer League, etc.)

Coaches, Asst. Coaches - 4

Chairpersons (team parent, picture parent, etc.) - 1

Committee members – 1

VI. Youth Activities (Religious/Non-Religious)

Advisors, Board Members, Leaders, Chairpersons, Volunteer Teachers - 4
Committee Member of the above – 1

VII. Civic Association (Volunteer ambulance, fire department, hospitals, senior citizen centers, charitable organizations, etc.)

Chairperson - 4
Member of Committee – 2

VIII. Involvement outside Commack Area

The general purpose of PTA awards is to honor people who have gone above and beyond in volunteering their time for the betterment of our community. However, we also wish to acknowledge efforts made outside the Commack area. Please list all activities and background information for lesser known groups. Points for activities in this section are valued at 25% of the comparable activity listed in Section I, (i.e.; President of Commack PTA unit = 16 pts.; President of out-of-town PTA unit = 4 pts.)

IX. Professional Organization Activities

Membership in each professional organization that benefits the children of the district – 2

X. Written Letter of Recommendation (Mandatory)

How has this nominee enhanced student learning? How has this nominee gone above and beyond what is expected of him/her? How has this nominee shown extraordinary caring for children outside the classroom/building? What humanitarian characteristics does this nominee possess that have touched the children in positive ways? What type of service has this nominee provided to the Commack community? How has this nominee set an example of personal conduct for all to emulate? How has this nominee shown extraordinary demeanor and helpfulness? How has this nominee made a meaningful contribution to the children and school community? – 1 (per letter, with a max. of 5 points).

Founders' Day Award Unit Requirements:

- Limit awards to a maximum of two HLM per unit (excluding the Commack High School, which can give a total of 3, two HLM and one DSA). Council can give two awards in any combination.
- Recipients can be in any combination of Parents, District Employees and/or Community Members.

- Distinguished Service Award nominations, dossiers and Commack High School recipients must be submitted to council for consideration or before award is announced, to insure the proper amount of points have been accumulated.
- Advise recipient's speeches will be limited to three (3) minutes.

Dossier Committee Requirements:

- At least one Executive member and at least one staff member must be on unit dossier committee.
- A PTA member or staff member nominated for an award may not sit on the dossier committee.
- All voting must be by secret ballot.
- All Dossier Committees must have five or seven members (including at least one staff member -with the exception of Council's Dossier Committee which is comprised of one representative from each unit)
- All dossiers must be signed and submitted in writing. No verbal or anonymous submissions will be considered.
- All dossiers must be received by the due date without exception.
- A PTA member or staff member cannot serve as chairperson of the same dossier committee for more than two consecutive years.
- Prior recipients are encouraged to sit on this committee.

Additional Staff Requirement:

- This award will be given only after five years of employment by the Commack School District.

Please see attached sample of ways to accrue points, which you may find helpful. It does not show every way, but gives ideas on how and where points can be earned. We encourage you to "investigate". Ask questions of the person you are considering for nomination, and ask family, colleagues and friends, as points can be accumulated for work done outside of Commack.

It is not the responsibility of any Dossier Committee to investigate or itemize points. A list of points, showing details and dates, must accompany all Letters of Recommendation. Any nominations not accompanied by a detailed list of points will be disregarded and deemed ineligible for consideration.

MAY 2010

Adopted by PTA Council, 5/2010

SAMPLE DOSSIER

2009-2010 School Year

Committee	CMS	Fashion Show Committee Member	2 points
Chair	CMS	Audit Committee	4 points
Chair	Burr	Grade Rep.	4 points
Chair	Burr	Arts in Ed	4 points
Committee	Burr	Reflections	2 points
Committee	Burr	Family Bowling	2 points
Committee	Burr	2 nd Grade Tours	2 points
Committee	Burr	Field Day	2 points
Committee	Burr	5 th Grade Events	2 points
Committee	Burr	Library Book Fair	2 points
Special Committee	Burr	SBMT	1 point
Class Parent	Burr		2 points
Community Service		Team parent-baseball	1 point

2008-2009 School Year

Elected Officer	CMS	School Board Rep.	8 points
Committee	CMS	Wild Cat Award	2 points
Chair	CMS	End of Year Dinner	4 points
Committee	CMS	Fundraising	2 points
Liaison	CMS	MYP	2 points
Volunteer	CMS	Book Drive	1 point
Volunteer	CMS	CMS Idol	1 point
Chair	Burr	Grade Rep.	4 points
Chair	Burr	Arts in Ed	4 points
Committee	Burr	Halloween Extravaganza	2 points
Committee	Burr	Family Bowling	2 points
Committee	Burr	Field Day	2 points
Class Parent	Burr		2 points
Special Committee	Burr	SBMT	1 point
Committee	Burr	Library Book Fair	2 points
Community Service		Team Parent-Baseball	1 point

2007-2008 School Year

Committee	Burr	Nutrition	2 points
Chair	Burr	Halloween Extravaganza	4 points
Committee	Burr	Plant Sale	2 points
Chair	Burr	Grade Rep.	4 points
Class Parent	Burr		2 points
Committee	Burr	Arts in Education	2 points
Community Service		Team Parent-Baseball	1 point

2006-2007 School Year

Committee	Burr	Broadway Bound	2 points
Committee	Burr	Halloween Extravaganza	2 points
Committee	Burr	School Store	2 points
Committee	Burr	Plant Sale	2 points
Class Parent	Burr		2 points
Chair	NR	Nutrition Committee	4 points
Chair	NR	Hospitality	4 points
Chair	NR	Science Fair/Art Exhibition	4 points
Chair	NR	Class Parent Rep	4 points
Committee	NR	2 nd Grade Activities	2 points
Committee	NR	Clubs	2 points
Volunteer	NR	Fun Fair	1 point

Volunteer	NR	Field Day	1 point
Volunteer	NR	Picture Day	1 point
Volunteer	NR	Bake Sale	1 point
Community Service		Team Parent-Baseball	1 point
2005-2006 School Year			
Committee	Burr	After school Clubs	2 points
Committee	Burr	Halloween Extravaganza	2 points
Committee	Burr	School Store	2 points
Class Parent	Burr		2 points
Volunteer	Burr	Sports Night	1 point
Committee	NR	Hospitality	2 points
Committee	NR	Fun Fair	2 points
Committee	NR	Year Book	2 points
Committee	NR	Nutrition	2 points
Committee	NR	Boutique	2 points
Volunteer	NR	Bake Sale	1 point
Volunteer	NR	Picture Day	1 point
Volunteer	NR	Field Day	1 point
2004-2005 School Year			
Committee	NR	Kindergarten	2 points
Volunteer	NR	Fun Fair	1 point
Volunteer	NR	Book Fair	1 point
Class Parent	NR		2 points

150
Total: points