

HERRICKS COUNCIL OF PTA'S AWARD PROCEDURES

I. OBJECTIVES

The purpose of this award is to recognize exemplary community service and strength of character, as well as to provide minor financial assistance to students of Herricks High School to further their education. All graduating seniors are given an opportunity to apply for this award.

1. As used in these procedures, "Award" shall signify a monetary gift to students determined to be eligible according to these procedures. This Award is a token gift in recognition of the criteria set forth in these procedures.
2. This award of up to \$1,000¹ will be used for the primary purpose of assisting the recipients in completing their first year of college, university, trade school or other post-secondary institution.
3. The recipients must use the funds within the first year immediately following graduation from Herricks High School.
4. PTA Council reserves the right to reclaim the Award if a recipient does not attend college, university, trade school or other post-secondary institution within one year of graduation from Herricks High School.
5. Only one Award per person will be allowed.

II. SELECTION OF AWARD AND COMMITTEE CHAIR AND MEMBERS

1. The Selection Committee will consist of a member from each Herricks unit (Center, Denton, Searingtown, SEPTA, Middle School, High School) and will be called "Members." The Council President or Co-Presidents will also serve on the Committee. Selection Committee Members must be current members of a Herricks school district PTA. Parents and relatives of current seniors cannot serve as Members on the Committee.
2. These Members will be nominated and selected by each unit and the PTA council Executive Committee. The Executive Committee will also appoint the Chairperson of the Award Committee who will also serve as Selection Committee Chairperson to facilitate the award process. The Selection Committee Chairperson will only be a voting member if the Selection Committee has an even number of members.

¹ Award amount will be a minimum of \$500 and a maximum of \$1,000. Exact amount will be determined by the total amount available to award recipients.

3. The Principal of Herricks High School and the Director of the Guidance Department will serve in non-voting, advisory positions on the Selection Committee and conduct a preliminary review of all applications.

III. SELECTION OF AWARD RECIPIENTS

1. At the request of the Selection Committee Chairperson, the Guidance Counselors shall inform all students, at the beginning of their senior year at Herricks High School and again in January, that applications for this Award are available to them in their office and online.
2. Factors such as community service, character, talents, and special circumstances are all taken into consideration when choosing recipients.
3. Students applying must be members of the High School PTSA by February 11, 2022. The Award application due date is March 11, 2022. **No exceptions granted.**
4. The Director of the Guidance Department will collect all applications. To maintain anonymity in the selection process, cover pages will be removed and each application will be assigned a random number.
5. The Principal and Director of the Guidance Department will conduct a preliminary review of all applications. The Committee Chairperson will ask the PTSA Membership Vice President to give a list of all student PTSA members, as of the February 11th deadline, to the Guidance Department. The Guidance Department will verify that each applicant is a current PTSA member. Preference will be given to applicants who have been a paid member for multiple years.
6. Each Selection Committee Member will review every application. Each application will be judged on its own merit.
7. The Selection Committee will meet no later than May 1st and make their final determinations for the awards. All discussions must be kept confidential.
8. The number of Awards given will be based upon the total funds available. However, the total funds available need not be awarded each year.
9. After selecting the award recipients, the Chairperson will obtain the application cover pages from the Guidance chairperson, so that the names may be matched to the numbered applications. The Chairperson will then advise the PTA Council President about the meeting outcome by May 11th in order to prepare Award certificates sufficiently in advance of the student Award ceremony. Checks will be issued by the PTA Council Treasurer directly to each Award recipient upon receipt of proof of enrollment.

IV. ADMINISTRATION OF THE AWARD

1. The Award is considered an activity of the Herricks Council of PTAs. The Treasurer of PTA Council will maintain the financial records of the Fund and the funds received and disbursed.
2. PTA Council will retain records of recipients of this Award for three years.
3. The Selection Committee will administer the Award and perform the duties within the scope of these procedures.
4. The PTA Council Treasurer will present a financial report of the Fund indicating receipts, disbursements and balances on hand at each Executive Council and General Council meeting.
5. The PTA Council will be responsible for conducting fundraising events to help fund the Awards.
6. Any expenses that are necessary to implement this award program shall be paid from the Award Fund.
7. These procedures can be updated or revised at any time by an instructed vote of the PTA Council in accordance with its bylaws.
8. The Co-Presidents of PTA Council, along with the Chairperson of the Selection Committee, will present the awards to the recipients at the High School award ceremony.
9. The Selection Committee shall furnish an annual report to the Herricks Council of PTA's General Council at the first regularly scheduled general meeting. The Chairperson shall furnish the Co-Presidents and the Treasurer with a detailed breakdown of awards granted.
10. The Award Fund shall be audited annually in compliance with PTA Council's auditing procedures.
11. IRS Form 990-N must be included with General Council tax return filing.

Approved by Council _____ (date)

Council Co-President (s) _____
