
Q: What is the Jan Harp Domene Diversity and Inclusion Award?

A: The Jan Harp Domene award is named after a past National PTA President who served from 2007 - 2009 and honors her deep commitment to furthering diversity and inclusion throughout all levels of PTA. The award recognizes PTAs that best demonstrate outstanding achievement in the areas of diversity and inclusion.

Q: Who can apply for the Jan Harp Domene Award?

A: PTAs who have made efforts to diversify their PTA in the past calendar year can apply. The award is presented in three categories:

- State PTA
- District/Council/Region PTA
- Local PTA

PTAs must be in good standing:

- Local PTAs in good standing as defined by the state in which they are chartered.
- District/Council/Region PTAs in good standing as defined by the state in which they are chartered or if part of a state structure, state PTA is in good standing with the National PTA Standards of Affiliation.
- State PTAs in good standing as defined in the National PTA Standards of Affiliation.

Q: What do I need to fill out the application?

A: Below are the items you need to fill out information.

- PTA Unit 8-digit Number (You can find this via the National PTA website: <https://member.pta.org/Get-Involved/PTA-Local-Unit-Lookup>)
- Responses to the four narrative questions, each with a 300-word maximum response **OR** a video submission, with a maximum duration of three minutes per question
- Name(s) and contact information for key contact(s) and all PTA members and leaders who participated in reaching the achievement(s).

***Recommendation:** Since the application must be completed in one sitting, we recommend typing out the narratives onto a word file and saving for your records.

Q: Where can I find my PTA Unit 8-digit ID Number:

A: You can search for your PTA Unit ID Number on our website at <https://member.pta.org/Get-Involved/PTA-Local-Unit-Lookup> or you can email Diversity@PTA.org for assistance.

If your PTA Unit ID number is not 8-digits, please enter "0s" for empty spaces in front of your ID number (e.g., 45897 would be entered at 00045897).

Q: Can I submit video responses for the application questions?

A: Yes! Applicants now have the option to submit a video for each application question, instead of a written response. Each video response is limited to three minutes per question. We recommend uploading each video response to Google Drive or YouTube and then sharing the generated link in the field provided for each application question.

***Important:** Please ensure that the video is public and accessible for reviewers to see.

Q: Do I need to have a grant writer to apply?

A: Not at all! The application has been simplified this year to be quick and easy to understand. The responses to the applications are a maximum of 300 words for each of the four questions.

The brief narratives should include specific examples of your efforts and successes.

Q: How long does it take to apply?

A: Once you have all your information gathered, the application process should take less than 30 minutes.

Q: When is the deadline to submit an application?

A: March 14, 2021 at 11 p.m. EST/8 p.m. PST

Q: Where do I apply?

A: The application can be found at [PTA.org/DiversityAward](https://forms.gle/JiovsJ4VERMb9bS47). Below are the direct links to the application.

- **English:** <https://forms.gle/JiovsJ4VERMb9bS47>
- **En Español:** <https://forms.gle/3aNtbeaubf1jdb8f7>

Q: I submitted an application, but I did not get a confirmation message. What do I do now?

A: If you did not get a confirmation message or would like to double check that the application went through, please contact Diversity@PTA.org.

Q: I am having technical difficulties with submitting my application.

A: Please email Diversity@PTA.org. A National PTA staff member can assist with submitting the application.

Q: How will the winners be selected?

A: The National PTA Diversity and Inclusion Committee reviews all applications of PTAs who are in good standing and one winner will be selected from each category:

- State PTA
- District/Council/Region PTA
- Local PTA

Q: When will the winners be announced?

A: Winners will be announced in April.

Q: Will state PTAs be notified of winners in their state?

A: Yes. The state PTA will be notified first if there is a winning district/council/region PTA or local PTA within their state.

Q: What do winners receive?

A: The winning PTAs will receive:

- **\$1,000 cash award**
- One Plaque/Trophy
- Honored at the Awards Program at the 2021 National PTA Convention & Expo
- Two tickets to the Diversity & Inclusion Celebration at 2021 National PTA Convention & Expo
- Potential opportunity to be a speaker at the Diversity & Inclusion Celebration at the 2021 National PTA Convention & Expo
- Certificates for PTA members named in the application

Q: I cannot attend the 2021 National PTA Convention & Expo, can I still apply?

A: Yes! You are not required to be present to attend. If you are a local or district/council/region PTA, you can have your state PTA accept the award on your behalf.

Q: How are the speakers selected for the Diversity & Inclusion Breakfast?

A: The Diversity and Inclusion Committee will evaluate each of the winning PTA's strategies and efforts to diversify their PTA and make selections based on time allotted, availability and innovation.

Q: What is the \$1,000 cash award for?

A: Winning PTAs will receive the \$1,000 cash award to help offset costs toward their continued efforts to diversify their PTA. The checks will be distributed in fall 2021. PTAs will be asked to submit a brief description in fall/winter of 2021 of how the money was used and what success/growth came from the award.

Q: Where can I find information on past winners?

A: You can find information about past winners and about the award at [PTA.org/DiversityAward](https://www.pta.org/DiversityAward).