

Frequently Asked Questions (FAQ)

General Questions About the Jan Harp Domene Award

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: Where do I apply?

A: The application can be found at [PTA.org/DiversityAward](https://forms.gle/edknWUpEbRzTHwc98).

The application is a Google Form—here is the direct link to the application:
<https://forms.gle/edknWUpEbRzTHwc98>

Q: When is the deadline to submit an application?

A: March 27, 2022, at 11:59 p.m. EDT/8:59 p.m. PDT

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: 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: Where can I find information on past winners?

A: You can find information about past winners and about the award at PTA.org/DiversityAward.

Questions Regarding Eligibility Requirements

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: I cannot attend the National PTA 125th Anniversary Convention. 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.

Questions Regarding the Jan Harp Domene Award Application

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

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

- Your PTA Unit 8-digit Identification Number ([Find Yours Here](#))
- 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.

***Important:** 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 as 00045897).

Q: What are the narrative questions on the application?

A: Below are the four long-form questions from the application.

- 1. How have the efforts made by your PTA created a PTA membership and/or board that is inclusive and reflective of your community?**
- 2. What policies and practices focused on promoting the elimination of bias, prejudice, and misunderstanding has your PTA implemented?**
Include details that your PTA took to identify and address the issue(s) and target audience, and actions taken to support inclusion and understanding within your community, including pictures and/or video of activities conducted—Include information, pictures, and/or video on activities conducted, target audience, and actions the PTA took to address the issue(s).
- 3. What efforts did your PTA make to educate your members and/or leaders on the needs, cultural beliefs, traditions, and family structures of the population served in your community?**
Include information, pictures, and/or video on these efforts. (If you add a link to pictures, videos or documents for us to access, be sure the link permissions allow access to anyone with the link.)
- 4. Explain the outcomes and impact of your efforts, including the evaluation methods.**

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.

Informational Questions Regarding Winner Selection & Prizes

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 2022 National PTA Convention & Expo
- Two tickets to the Diversity & Inclusion Celebration at 2022 National PTA Convention & Expo
- Potential opportunity to be a speaker at the Diversity & Inclusion Celebration at the 2022 National PTA Convention & Expo
- Certificates for PTA members named in the application

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 2022. PTAs will be asked to submit a brief description in fall/winter of 2022 of how the money was used and what success/growth came from the award.

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.



Apply at PTA.org/DiversityAward

Questions Regarding Technical Difficulties

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

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

Q: I applied, 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.



PTA.org/DiversityAward