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. 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 3 categories, state PTA, a district/council/region PTA, local unit 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 (https://member.pta.org/Get-Involved/PTA-Local-Unit-Lookup)
- Responses to the four narrative questions, each 250-word maximum.
- A minimum of 1 supporting document/image/PDF of your diversity efforts, described within your narratives.
- Names of the PTA members who helped with the diversity initiatives and their contact information.

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 Number on: https://member.pta.org/Get-Involved/PTA-Local-Unit-Lookup or call (800) 307-4782 for assistance.

If your 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).
JAN HARP DOMENE
DIVERSITY AND INCLUSION AWARD
FAQ

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 250 words for each of four questions.

The brief narratives should include specific examples of your efforts and successes. You can attach supporting documents to show the impact of your efforts.

Q: How long does it take to apply?
A: Once you have all your information gathered, the application process should take less than 15 minutes.

Q: What qualifies as supporting documents?
A: Supporting documents can be anything that shows how you diversified your PTA, including but not limited to: photos of events, survey results, a PDF of flyers that were translated into different languages, a document that shows membership increase, etc.

Q: When is the deadline to submit an application?
A: March 31, 2019 at 8PM EST/5PM PST.

Q: Where do I apply?
A: The application can be found at pta.org/DiversityAward. Below are the direct links to the application.

- English: https://webportalapp.com/webform/jhd2019
- Spanish: https://webportalapp.com/webform/jhd2019es

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 or call (800) 307-4PTA (4782). A National PTA staff member can assist with submitting the application.
Q: How will 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 PTAs, district/council/region PTAs, and local unit PTAs.

Q: When will winners be announced?
A: Winners will be announced in April.

Q: Will states 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
- 1 Plaque/Trophy
- Honored at the D&I Breakfast at the 2019 National PTA Convention & Expo
- Honored at the Awards Program at the 2019 National PTA Convention & Expo
- 2 tickets to the Diversity & Inclusion Breakfast at 2019 National PTA Convention & Expo
- 2 tickets to the Awards Dinner at 2019 National PTA Convention & Expo (1 person recognized on stage and individuals must be the same as those attending the breakfast)
- Potential opportunity to be a speaker at the Diversity & Inclusion Breakfast at the 2019 National PTA Convention & Expo
- Certificates for PTA members named in the application

Q: I cannot attend the 2019 National PTA Convention & Expo in Columbus, Ohio, 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 the winning PTAs 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 the fall of 2019. PTAs will be asked to submit a brief description in fall/winter of 2019 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 on www.pta.org/DiversityAward.