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

A: The Jan Harp Domene Award recognizes PTAs that best demonstrate outstanding achievement in the areas of diversity and inclusion, as well as efforts to end discriminatory practices. It is named after past National PTA President Jan Harp Domene who served from 2007-2009 and honors her deep commitment to furthering diversity and inclusion throughout all levels of PTA.

The award is presented in three categories:

- State PTA
- District/council/region or community (e.g., [special education](#), pride, school feeder pattern, etc.) PTA
- Local PTA

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

A: PTAs who have made efforts to diversify their PTA, advance more equitable and just outcomes for students and families and/or create inclusive PTAs and communities in the past fiscal year (2022-23) can apply.

PTAs must be in good standing:

- Local PTAs in good standing as defined by the state in which they are chartered.
- Community PTAs (e.g., special education PTAs, pride PTAs, etc.) 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.

PTAs that have won a Jan Harp Domene Award in the past three years are ineligible to win in 2024.

All eligible PTAs may apply. In 2024, National PTA hopes to increase state representation across all awardees. Historically, PTAs from Tier 3 and Tier 4 states (those with a smaller number of active units) have been underrepresented in applications, so these PTAs are particularly encouraged to apply.

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

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

- PTA unit eight-digit number (you can look this number up through the award application portal).
- Data on the gender, racial and linguistic demographics of your PTA community and leadership.
- Responses to the four narrative questions, each with a 250-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 data on the gender, racial and linguistic diversity of my PTA community and leadership?

A: You can use demographic information on your PTA community from a variety of sources (though you only need to choose one). These sources could include: recent census information, data from your school district or department of education and information from the U.S. Department of Education. If you do not collect demographic information from your PTA board, we recommend that you ask them to complete a survey to gather this information. State PTAs can find this information in the most recent State-to-State Report.

Q: Can I ask a member of the Diversity, Inclusion and Outreach (DIO) Committee to help or advise on our application?

A: National PTA recommends sending any application-related questions to diversity@PTA.org where they will be shared with the appropriate person to respond. DIO Committee members are discouraged from helping or advising on award applications. If any DIO Committee member has provided this support, they will recuse themselves from the judging process.

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! Each of the four narrative questions in the application has a maximum of 300 words. Applicants are encouraged to be concise and use bullet points if helpful.

We recommend that your application includes specific examples of your efforts and successes.

Q: How long does it take to apply?

A: Once you have all of your information gathered, the application process should take less than 60 minutes.

Q: When is the deadline to submit an application?

A: March 10, 2024 at 11:59 p.m. EST.

Q: Where do I apply?

A: The application can be found at [PTA.org/DiversityAward](https://familyengagement.secure-platform.com/a/organizations/main/home) Below are the direct links to the application:

<https://familyengagement.secure-platform.com/a/organizations/main/home>

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: How do I find my PTA ID number?

A: Use National PTA's "[Find a PTA](#)" webpage and enter your PTA's city, state and name. The site will return results to you, and you can find the PTA ID in the first column.

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, Inclusion and Outreach 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 or community PTA
- Local PTA

Applications will be judged on five main criteria:

1. **Diversity of the PTA board (quantitative).** The PTA board's leadership is reflective of the racial, gender and linguistic diversity of the student population.
2. **Efforts to diversify membership and/or leadership.** The PTA has used a reflective, detailed and asset-based approach to diversifying its membership and/or leadership.
3. **Engagement and inclusion of diverse families.** The PTA has used asset-based, strategic and comprehensive strategies to engage families who have historically been underrepresented in the PTA.
4. **Equitable decision-making.** The PTA has made strong efforts to improve its decision-making to be more fair and more representative of new and diverse perspectives in the community.
5. **Impact.** The PTA's diversity, inclusion, outreach, equity and/or justice efforts have had a

meaningful impact and the PTA provides compelling stories and/or data to demonstrate this impact.

Q: When will the winners be announced?

A: Winners will be announced in April.

Q: Will state PTAs be involved in the award?

A: Yes. State PTAs will confirm that the applicant local, D/C/R and community PTAs from their state are in good standing to the state PTA's Standards of Affiliation. When winners are decided, the state PTA will be notified of any winners prior to notifying the applicants of their status.

State PTAs are also encouraged to help spread the word about this opportunity and, if there are winners in your state, to celebrate the winners in your communications.

Q: What do winners receive?

A: The winning PTAs will receive:

- \$1,000 cash award
- One plaque/trophy
- Certificates for PTA members named in the application
- Two paid registrations and honored at the 2024 National PTA Convention
- Potential opportunity to be a speaker at the Diversity and Inclusion Celebration during the 2024 National PTA Convention.

Q: I cannot attend the 2024 National PTA Convention, can I still apply?

A: Yes! You are not required to be present to attend.

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 June.

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://pta.org/DiversityAward).