

STEPS FOR LIFE MEMBERSHIP/FOUNDERS' DAY CHAIRS 2025-2026

STEP 1 - SEEK NOMINATIONS:

- Ask for nominations from your general membership via Principal email announcements, PTA email announcements, newsletter articles, social media sites, flyers, etc.
- Be sure to ask for specific qualifications of each nominee. (A paragraph, on the back of the form or as part of the google form, as to why this person deserves this award.)
- Recipients do not have to be PTA members. Anyone who has made significant contributions to the wellbeing of students qualifies.

STEP 2 - FORM YOUR COMMITTEE:

- We recommend forming this committee in October or November. You can refer to your local unit Standing Rules, if you have them, for make-up of the committee.
- Ask individuals who are very involved in your school community to serve on the committee. It is always good to ask people from different areas to participate (e.g., staff, parents and teachers). It is helpful but not mandatory if at least one committee member already holds a Texas Life Membership.
- Try to work with an uneven number of people (e.g., 3, 5 or 7). Report to your executive board as to who the members of your committee are.
- Be sure to remind your committee that ALL discussions are confidential.

STEP 3 - MEET WITH COMMITTEE TO SELECT YOUR RECIPIENTS:

- Check your schools Standing Rules to see if there is a limit to the number of recipients you may award - usually a school will select 2-4 honorees. **Be sure you have enough money budgeted to cover the awards costs for the number of recipients chosen and Founders' Day reservation tickets.**
- Review the nominations you have received. Committee members may submit names as well.
- Because we have many PTA and community members who have received one of these awards before, it is a good idea to check our list of those who have already been recognized. You can refer to the Texas PTA [list of past Honorary Life & Extended Service awardees](#), as well as a contact at National PTA in regard to the National PTA Life Achievement awards.
- Individuals may receive Texas PTA Honorary Life Member Awards from various schools (i.e. the individual may already have a Life Member Award from an Elementary School but now be awarded one from Middle School).
- Not all individuals submitting nominations will check the council website. If an individual is nominated for an award they have already received, consider awarding the next level award if they meet the qualifications; the committee should also contact the individual submitting to advise them of the situation.
- Once your selections are made, it is helpful to determine who will present the award and where & when it will be presented (i.e. at your local PTA membership meeting); this is typically done prior to the Founders' Day ceremony.

STEP 4 - ORDER APPROPRIATE AWARDS FROM TEXAS PTA OR NATIONAL PTA

- [Texas Honorary Life Memberships and Texas PTA Extended Service Awards](#) are available for purchase on the Texas PTA website under Volunteer Recognition, with the use of a credit card or a check may be mailed in with the completed on-line form.
- Texas Honorary Life Memberships are \$75 and include a certificate, card, window decal and pin. Shipping is extra.
- Texas PTA Extended Service Awards are \$125 and includes a certificate and pin. Shipping is extra.
- ALL SALES ARE FINAL! Please double-check all information before submitting.
- [National PTA Life Achievement Awards](#) are available to purchase on the National PTA website or through the Texas PTA website under Volunteer Recognition. This award is \$195 and includes a certificate, a letter signed by the National PTA president, and a lapel pin. There is an additional \$15 handling fee. This form can be printed and mailed in with your payment by check or you may contact them via phone and order using a credit card.

PAYMENTS FOR THESE AWARDS SHOULD NOT BE MAILED TO THE NORTH EAST COUNCIL OF PTAs.

THESE AWARDS ARE PURCHASED THROUGH TEXAS OR NATIONAL PTA ONLY.

THERE IS A 2-3 WEEK PROCESSING PERIOD

STEP 5 - COMMUNICATION/INVITATIONS:

- Make sure that your recipients receive a “Save the Date” and/or formal invitation to the Founders’ Day Celebration **Thursday, Feb. 5, 2026 6:00pm-8:30pm at MacArthur High School**. It is your responsibility to invite the attendees from your school. Let your President and Founders’ Day Chair know how many recipients your committee has selected so they can plan their FD guest list accordingly and purchase the correct amount of tickets.
- Write a piece for your school newsletter, social media or other publications, congratulating your recipients. Make sure it isn’t published until after the awards are given out if it is a surprise!
- Watch for Walking Instructions to be emailed and posted to the Council website in the month prior to the event. This information will help your attendees know what to do and where to go the day of the event.

STEP 6 - COMPLETE AND SUBMIT FOUNDERS’ DAY FORM:

Founder’s Day Celebration Recognition Form- After the recipient selection, the local unit chairman must complete the Founders’ Day Recognition & Reservation Form.

- The **Founder’s Day Form** is a Google form. Payment for tickets can be made through **Cheddar Up** or by check ponied to: **Founders’ Day Chair, NEISD Council of PTAs, RAMEC 6th Floor**. You may also drop it off in person to the same location.
- Allow enough reservations for your honorees and their spouses or guests in your campus reservation allotment. Your count should include the Principal and PTA President. Your local unit should pay for these reservations so it should be included in your PTA budget (and Standing Rules). Ticket price \$17 per person.
 - * Elementary and Middle Schools are allotted 10 reservations/tickets.
 - * High Schools may purchase up to 15 reservations/tickets.
- Award recipient’s names **cannot** be accepted by phone or by a separate email.
- **The exact spelling of each name is VERY important** as it will appear in the printed program and be announced during the procession at the Founders’ Day Celebration.
- Make sure you include a copy of your order submission or receipt from Texas PTA and/or National PTA with your reservation form confirming you have submitted your honoree’s names to them as well.
- Deadline for names to be submitted is **December 3, 2025**. *** Any reservations requested or turned in after this date will require an **additional \$25 fee that will be donated to the Blossom Scholarship Fund**. The final date that late submissions will be accepted is **December 10th by noon**. ***
- Your walking instructions will be available **January 27, 2025**.

STEP 7 - PRESENTATION OF AWARD(S) AT THE LOCAL LEVEL:

- PTA awards may be presented at any time of the year, however, your December or January meetings are recommended. It is recommended, but not mandatory, that the award be presented in a public setting such as a PTA meeting. Make sure to take pictures of your award winners for the Founders’ Day slideshow.
- Keep in mind that awards can take 2 to 3 weeks for processing. So if you want to present the award at your December meeting, the awards will need to be ordered at the beginning of November.
- It is always nice to have someone say a few words about why this person was selected when presenting the award; some schools like to surprise their recipients.
- **Council does not present your award at the Founders’ Day Celebration**. Only their names are read aloud during the Celebration. It is your responsibility to present your recipients with their certificate and pin.

STEP 8 - FOUNDERS’ DAY CELEBRATION:

- After the local unit presentation has been done and you have sent out a Save the Date and/or formal invitation to your recipients please fill out this Founders Day Photo Submissions Form to submit pictures of the recipients <https://forms.gle/5CWbLrQjyVDdDVR36> or email the awardee’s picture(s) to lifemember@necouncilpta.com to be displayed at the Founders’ Day Celebration. **Deadline for pictures submission is January 9, 2026**.
- Council will be providing name tags for all Life Member Recipients. Your other guests (such as spouses, Principals and PTA Presidents) do NOT need a nametag. If you would like to provide a name tag for them, it is your responsibility to do so but it is not required!

IMPORTANT NOTES:

- No need to wait until the deadline to submit forms, and please allow 2 days for delivery if ponying payment.
- This is an adults-only event.
- Principals MUST have a ticket to attend the dinner reception.
- More details will be communicated as we get closer to the date of the event.

Visit us on the NEISD Council of PTA's [Life Member](#) and [Founder's Day](#) page.

THANK YOU for serving in the capacity of Founders' Day and/or Life Member Chair!