



DISTINGUISHED SERVICE AWARD ORDER FORM

Date Rec'd \_\_\_\_\_
Check # \_\_\_\_\_
Date \_\_\_\_\_
Amount \_\_\_\_\_
Date Sent \_\_\_\_\_

(\$20.00 Each)

Perhaps there is someone who has contributed a special service, which your local unit would like to recognize. A Distinguished Service Award may be presented in recognition and appreciation of their efforts through your local unit or through the community on behalf of children and youth. A congratulatory letter from the State President will accompany the Distinguished Service Award certificate for presentation to the recipient. (The money goes into the Scholarship Fund to be used toward scholarships to assist college-bound students planning to enter service-oriented careers.) You may award more than one, but please use a separate form for each.

Please submit this form to the State Office AT LEAST TWO WEEKS IN ADVANCE of presentation.

PLEASE PRINT OR TYPE

Complete Name of PTA or PTSA \_\_\_\_\_

Type (circle one) Prim., Elem., Inter., Jr. High, Middle, High, or Combined \_\_\_\_\_

Location (City or County) \_\_\_\_\_

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RECIPIENT: (circle one) Mr., Mrs., Miss, or Ms. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Position (Patron, Principal, Teacher, Other) \_\_\_\_\_

Date Award Will Be Presented \_\_\_\_\_

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SEND MATERIALS TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ (This is Important!)

A CHECK, MADE PAYABLE TO VIRGINIA PTA, MUST ACCOMPANY FORM BEFORE PROCESSING CAN BE DONE. Do not include payment for any PTA purpose other than awards in your check for the DISTINGUISHED SERVICE AWARD (i.e. dues, merchandise orders). Multiple awards may be paid for with one check, but please use a separate form for each award.

Please mail payment and form to: Virginia PTA
1027 Wilmer Avenue
Richmond, Virginia 23227-2419