



PENNSYLVANIA STATE ASSOCIATION OF TOWNSHIP SUPERVISORS

## MEMO

TO: PSATS Member Townships

FROM: David M. Sanko, Executive Director

DATE: March 30, 2016

SUBJECT: PSATS Youth Award Contest

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Every year at this time, the Pennsylvania State Association of Township Supervisors distributes entry forms for the Association's Youth Awards Contest. Once again this year, we are calling upon our member townships to help promote and encourage participation in the contest. By helping the Association recognize youth groups and their efforts, you provide an invaluable service to your community and all of Pennsylvania.

The PSATS Youth Awards Program recognizes youth groups throughout the state that have made valuable contributions to their communities. Townships are in the unique position to know about youth organizations that have completed service projects to benefit their communities. **We would appreciate whatever your township can do to identify such groups and get the awards program information to them as soon as possible.** A copy of the guidelines and entry form is enclosed. The brochure may also be downloaded from the PSATS website at [www.psats.org](http://www.psats.org). Choose the "Programs & Services" tab and click on "PSATS Award Programs" from the drop-down menu.

Eligible youth groups include Girl and Boy Scout troops, civic service youth organizations, church youth groups, and 4-H and school clubs. While some of the youth groups will learn of the awards program through other means, we are counting on you to go directly to the groups in your township to encourage their participation in the contest. Perhaps you can even suggest a project that a group could undertake in your municipality.

Your personal contact with these groups will go a long way in promoting and increasing participation in the contest and, in turn, will generate good publicity for your township and county association, particularly if a youth group from your community wins an award.

**To be eligible, a project must involve youth in its planning and implementation and must have a major impact on one or more townships of the second class. The panel of judges will place its greatest emphasis on the project's benefit to the community.**

To enter, youth groups must complete the official entry form and submit it to their county association by **July 1, 2016**. The county association must submit the entries to the State Association by July 15, 2016. Please help the youth groups get their entries to the county association by the deadline.

We are counting on you to help promote this important program. Just like townships, youth groups play a vital role in the community. We ask that you join with us in giving these groups the recognition they deserve.

If you have any questions, need help with promoting the program, or would like more hard copies, please call Brenda Wilt at the State Association at (717) 763-0930, ext. 123.

Thank you for your help.

4855 Woodland Drive ■ Enola, PA 17025-1291 ■ Internet: [www.psats.org](http://www.psats.org)

PSATS ■ Pennsylvania Township News ■ Telephone: (717) 763-0930 ■ Fax: (717) 763-9732

Trustees Insurance Fund ■ Unemployment Compensation Group Trust ■ Telephone: (800) 382-1268 ■ Fax: (717) 730-0209

# PSATS Youth Awards Contest



Pennsylvania State  
Association of  
Township Supervisors  
4855 Woodland Drive  
Enola, PA 17025-1291

*Recognizing youth groups who make valuable, lasting contributions to their communities.*

Has your youth organization completed a community service project in a Pa. township of the second class? Enter to win \$500 and statewide recognition!

**Deadline for entries: July 1**



## Entry Guidelines

### An Invitation to Enter

As a youth organization in Pennsylvania, you are invited to enter the PSATS Youth Awards Contest sponsored by the Pennsylvania State Association of Township Supervisors. The contest is held each year to recognize youth groups who make valuable, lasting contributions to their communities.

If your group meets the eligibility requirements and would like to be considered for an award, please express your interest to your local board of township supervisors. The board, in turn, will contact the president of the county association of township officials to make the official nomination.

### Purpose of Contest

The contest is designed to recognize the valuable contributions made by youth groups involved in community projects that improve the quality of life in Pennsylvania's townships of the second class and encourage greater youth involvement in township government.

**Youth groups are encouraged to work with their township government to identify and address specific needs within the community.**

### Eligible Entrants

All youth groups, such as 4-H clubs, Scout troops, school and church groups, and civic service club youth organizations from elementary school through grade 12 are eligible for the contest.

## Eligible Projects

To be eligible, all projects:

- must reflect the activities of a group, rather than an individual (*Eagle Scout and similar projects are eligible as long as additional youth helped complete the activity. Any prize money must go to the group, not an individual.*);
- must involve youth in the planning and implementation;
- **must have a major impact on townships of the second class (governed by boards of supervisors);**
- must have been undertaken during the contest year, July 1 to June 30 (*Multi-year, ongoing projects are also eligible provided part of the project occurred during the contest year.*);
- should give the youth group members an opportunity to participate in “learning by doing” activities, increase their knowledge of township government, and develop a sense of personal and group achievement; and
- should enhance the youth group members’ communication skills, understanding of the decision-making process, and citizenship responsibilities.

The Pennsylvania State University’s Extension Office staff may serve in advisory roles on the project.

The following list of projects and ideas will help you determine the types of activities that are eligible for this contest. You are not limited to these categories, and your projects may involve more than one category.

- Community beautification; cleanup and fix-up of buildings; litter cleanup projects
- Direct services to residents of the community, such as the elderly, children, the underprivileged, the disabled, and hospitalized patients
- Fund-raising projects for worthy causes **in the township**
- Soil and water conservation; environmental protection; recycling
- Voter registration; getting out the vote; the election process
- Safety
- Recreation
- Blood donation; first aid

**Note: A single project is better than a list of activities undertaken throughout the year. Choose one or two major projects to focus on and explain in detail how it (they) benefited a township of the second class and its residents.**

## Nomination Procedure

All contest entrants must be nominated by the association of township officials in the entrant’s county. The county association may initiate the nomination, or the youth group may ask to be nominated.

Ask your local township board of supervisors to put you in touch with the president of the county association of township officials to handle the nomination. A list of county association officers and their contact information can also be found at [www.psats.org](http://www.psats.org). Choose the “Links” tab and click on “County Associations of Township Officials.”

## How to Enter

- ➊ To enter, complete the official entry form and have it signed by:
  - the youth project or activity chairman of the youth group;
  - the volunteer leader of the youth group; and
  - the chairman of your township board of supervisors.
- ➋ Submit the entry form, along with documentation of the project, to the county association of township officials.

**You should give your entry to your local board of township supervisors and ask them to pass along the entry to the county association president.** Be sure to tell the board of supervisors to submit your entry to the county association president by **July 1**.
- ➌ The county association president will sign your entry and send it to the Pennsylvania State Association of Township Supervisors for judging.

## Deadlines

**Youth groups** — All entrants must submit their entry to the president of the county association of township officials by **July 1**.

**County associations of township officials** — County associations must submit the entry to the State Association by **July 15**. All entries will be returned to the youth groups.

## Awards

Four winners will be chosen from the entrants to receive:

- A framed certificate and a cash award of \$500 each. Each winner may determine the use of its cash award.
- Coverage of their winning entry in an issue of the State Association’s monthly magazine, the *Pennsylvania Township News*, and in their local newspapers.

## Judges

The PSATS Youth Award entries are evaluated in September by a panel of judges consisting of representatives of the State Association’s Executive Board and/or member townships and representatives from youth organizations.

## Additional Information/Entry Forms

Additional information and entry forms may be obtained from any of the following:

- Pennsylvania State Association of Township Supervisors – (717) 763-0930, ext. 123
- Your county association of township officials (*Your township board of supervisors will be able to direct you to the county association.*)
- Your county Extension Service office
- Online at [www.psats.org](http://www.psats.org). (Choose the “Programs & Services” tab and then “PSATS Award Programs.”)

# PSATS Youth Awards Contest

## Official Entry Form

Name of group \_\_\_\_\_

Name of project or activity \_\_\_\_\_

Township(s) of the second class benefited \_\_\_\_\_  
\_\_\_\_\_

County \_\_\_\_\_

Other municipalities benefited \_\_\_\_\_  
\_\_\_\_\_

Number of youth members \_\_\_\_\_

Number of leaders: Adult \_\_\_\_\_ Teen \_\_\_\_\_ Total \_\_\_\_\_

Group contact persons: *(Persons to whom correspondence should be directed.)*

Youth name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Adult leader's name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

*We, the undersigned, have reviewed this entry and nominate it for the PSATS Youth Awards Contest.*

Date \_\_\_\_\_ Signed: \_\_\_\_\_

Youth Project or Activity Chairman

Date \_\_\_\_\_ Signed: \_\_\_\_\_

Volunteer Leader

Date \_\_\_\_\_ Signed: \_\_\_\_\_

Chairman, Township Board of Supervisors

Date \_\_\_\_\_ Signed: \_\_\_\_\_

President, County Assn. of Twp. Officials

**Please note:** Entry form continues on the back of this page.

*Please type your answers on separate, plain white paper, not to exceed three pages, double-spaced. Be sure to answer all 10 questions as thoroughly as possible.*

- 1 Date of project:       Single-year project  
Date started \_\_\_\_\_ Date completed \_\_\_\_\_  
 Ongoing, multi-year project  
Date started \_\_\_\_\_ Date completed \_\_\_\_\_
- 2 Describe the project you carried out. Explain what you did.
- 3 Describe individual members' responsibilities, committee assignments, work arrangements, etc.
- 4 Explain how this project benefited one or more townships of the second class. *(Include the approximate number of people influenced, community action initiated, resulting community betterment, and improved community awareness.)*
- 5 What did you hope to accomplish with this project? Did you accomplish your goals?
- 6 Describe how the leaders helped the members to accomplish the group's goals.
- 7 List resource people from outside the group who were helpful. Give name and occupation or interests and explain how they helped the group.
- 8 List community facilities used, such as township buildings, schools, and libraries, and explain how and why you used them.
- 9 What new skills, knowledge, and attitudes did individual members acquire as a result of the group's experiences?
- 10 What are the group's plans, if any, for continuing the project or activity?
- 11 Documentation: Attach news articles, photographs with captions, letters, or other printed materials to document your entry. Photographs on CD-ROM and DVDs will also be accepted. Please include dates and names of publications. All printed materials must be contained on 8½ x 11 sheets of paper. *(Include demonstrations, talks, exhibits, radio and TV appearances, news articles, tours, workshops, camps, judging events, field trips, etc.)*

**County association presidents must submit this form by July 15 to:**  
Pennsylvania State Association of Township Supervisors  
Attn.: Youth Awards Contest  
4855 Woodland Drive  
Enola, PA 17025-1291

# Judging Criteria

Entries will be judged based on the following criteria, which account for the score as indicated.

	<u>Maximum</u>
<b>Benefits to and Impact on Community</b> .....	<b>35 points</b>
<ul style="list-style-type: none"><li>➤ Resulting community, group, and family betterment and action</li><li>➤ Resulting community awareness of project</li></ul>	
<b>Township Participation Project</b> .....	<b>10 points</b>
<ul style="list-style-type: none"><li>➤ Worked with local government to plan/complete project</li></ul>	
<b>Individual Members' Experiences</b> .....	<b>15 points</b>
<ul style="list-style-type: none"><li>➤ New knowledge, attitudes, and skills acquired</li><li>➤ Project participation experience</li><li>➤ Experience in learning to be a team member</li></ul>	
<b>Teamwork Experiences</b> .....	<b>15 points</b>
<ul style="list-style-type: none"><li>➤ Ability of group to identify a problem and develop a plan of action</li><li>➤ Ability of group to involve members and leaders within group to implement the plan of action</li><li>➤ Ability of group to involve other individuals and groups and use community facilities to implement the plan of action</li></ul>	
<b>Innovation</b> .....	<b>15 points</b>
<ul style="list-style-type: none"><li>➤ Originality and creativity of group's project</li></ul>	
<b>Project Documentation</b> .....	<b>10 points</b>
<ul style="list-style-type: none"><li>➤ Evidence of group's efforts to publicize and promote the project through local media, church bulletins, etc.</li><li>➤ Unpublished letters and photos</li></ul>	
<b>TOTAL</b> .....	<b>100 points</b>





***Pennsylvania State Association  
of Township Supervisors***

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Enola, PA 17025-1291

Phone: (717) 763-0930

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Website: [www.psats.org](http://www.psats.org)

[www.facebook.com/psats](https://www.facebook.com/psats)

[www.twitter.com/psats](https://www.twitter.com/psats)

[www.linkedin.com/company/pennsylvania-state-association-of-township-supervisors](https://www.linkedin.com/company/pennsylvania-state-association-of-township-supervisors)

