

M-A PTA Senior Awards Night

Awards Night – Honoring Outstanding Achievements

The annual M-A Awards Night is held each spring. During this inspirational evening, sponsored by the M-A PTA, many hard-working and talented seniors (and a smaller number of juniors) are honored for outstanding academic and extracurricular performance, and for service to the school and community. Some of the awards will be a surprise while many will be recognition for awards already received. Recognition is given for a wide variety of scholarships, prizes and commendations awarded to M-A students by school and community groups.

Invitations will be mailed to families of students who will be receiving recognition. Awards to junior students will be presented early in the program, followed by senior awards. Refreshments will be served.

GENERAL DIRECTIONS	
Confirm event	Contact Simone's admin Mimi at nmenjivar@seq.org to confirm time of event, location (Old Gym) & number of Seniors
Budget	Contact PTA Co-Presidents for budget
Award Recipients	<ul style="list-style-type: none"> • Work with College and Career Center to obtain list of award recipients • Send out invitations to Award Recipients • Create event program and have copies made • Create power point
Event	<ul style="list-style-type: none"> • Contact Head Custodian Brien Oliver 650-444-3892 boliver@seq.org if you have any special equipment needs. • PAC stage-podium, chair set up and microphone • PAC lobby-tables for food • Volunteers to hand out programs
Volunteers/Donations	<ul style="list-style-type: none"> • Contact PTA volunteer coordinators to send out volunteer request for PTA members • BearNotes-by Thursday Midnight send out request for volunteers if needed. Online sign ups-add link for volunteers and donations
Reimbursement Forms	<ul style="list-style-type: none"> • Forms at mabearspta.org/about/reimbursement forms • Reimbursement form should be signed by event chair • Submit to current PTA Treasurer, address on reimbursement form or M-A PTA mailbox • If you decide to donate a part of the receipts, please add it to the reimbursement so PTA has an account of the total cost for the event. This will help to insure that we have a realistic budget for the next year.