PLTW Community Impact Awards

Frequently Asked Questions

Please refer to the PLTW Community Impact Awards Overview document for information on award eligibility, timeline, the review process, and the process for submitting an award. This document answers additional questions you may have about submitting a nomination for the PLTW Community Impact Award. If you have a question that isn't included here, please contact the PLTW Solution Center at 877.335.7589 or solutioncenter@pltw.org.

The 2024-25 PLTW Community Impact Award nomination portal opens on Monday, January 6, 2025, and closes on Friday, February 28, 2025, at 11:59 p.m. ET.

1. **What is the PLTW Community Impact Awards Portal?**
   The PLTW Community Impact Awards Portal is a secure web-based system that houses the submission information for your nomination.

2. **Why do I need to create a login?**
   Creating a login allows you to create and submit your nomination for the PLTW Community Impact Awards through the secure web-based portal. Registering for the portal is the only way to submit a nomination.

3. **How do I create a login for the PLTW Community Impact Awards?**
   a. Visit the PLTW Community Impact Awards Portal.
   b. Click **Submit Nomination and then Need to create an account?**
   c. Fill out the form in its entirety.
   d. Review the PLTW Community Impact Awards Overview.
   e. Now you are ready to start your nomination!

4. **Can I download the nomination form?**
   The Community Impact Awards nomination worksheet includes a list of all fields on the nomination form. You may use the worksheet to collect relevant information and draft your nomination, However, nominations must be submitted through the PLTW Community Impact Awards portal to be considered.

5. **How will nominations be reviewed and scored?**
   There are four sections of the nomination that will be reviewed and scored: Impact, Leadership and Collaboration, Solution Design, and Sustainability. The

PLTW Community Impact Awards Overview provides details on the review and scoring process.

6. **How do I submit a nomination?**
   a. Log in to the PLTW Community Impact Awards Portal. If you haven't created a login, please refer to the instructions in question 3.
   b. Make sure you have all the information needed to complete the nomination form. See the **nomination worksheet** for a list of required fields.
   c. Select Submit Nomination.
   d. Fill out the nomination in its entirety.
   e. Should you need to stop in the middle of your nomination and wish to continue your submission later, select Save.
   f. The 2024-25 PLTW Community Impact Award portal closes Friday, February 28, 2025 at 11:59 p.m. ET. You cannot submit your nomination after that time.
   g. Once you've entered all information, select Submit.
   h. Congratulations on submitting a nomination!

7. **I have started my nomination, but I need to finish it later. What are my options?**
   Select **Save** to be able to make changes to the application. Please note, you must submit your nomination by selecting **Save and Submit** by Friday, February 28, 2025 at 11:59 p.m. ET. If you select Submit on the last page of the application, you cannot return to the document to edit or add content.

8. **Can I nominate more than one project?**
   Yes, you can nominate more than one project using the same steps outlined above.

9. **How many students can I include in a nomination?**
   You can nominate one student responsible for the project, or multiple students for one project. There is no limit to the number of students that can be included in one nomination.

10. **When will I know the status of my nomination?**
    Recipients will be notified in April of 2025 with the PLTW Community Impact Award Winners being publicly recognized in May of 2025.

11. **Can I make changes to my nomination once I have selected Save and Submit?**
    To make changes to your nomination after you have selected Save & Submit, reach out to **solutioncenter@pltw.org**. The Team will unlock your nomination for additional edits within the portal.

Edits need to be made and the nomination re-submitted by Friday, February 28, 2025 at 11:59 p.m. ET. Late submissions will not be considered for PLTW Community Impact Awards.

12.   I submitted a nomination for a project last year. Can I submit again for the same project this year?
Yes, you can submit a nomination for the same project in multiple years if students who led or are leading the project are still enrolled in your school.

13.   Why do I need to confirm that I have required consents or approvals to submit a nomination?
The Community Impact Award submissions include spaces for nominators to share student identifying information, such as student names and photos or videos in supplemental documents. Therefore, PLTW asks all nominators to confirm that they have the consents or approvals required by their school and district to share the information included in the submission.

If you are unsure of what your school or district requires, please reach out to your school or district's privacy team or other appropriate department to confirm requirements before submitting a nomination. When submitting a nomination, please follow your school or district's policies and/or requirements.

14.   Why is PLTW asking me to collect and keep PLTW release forms for students included in the nomination?
PLTW receives many outstanding nominations for the Community Impact Awards, and we would like to publicly share and celebrate as many exemplary student projects as possible. This may include sharing information about students' projects in communications on social media, our website, and in reports. To share student information publicly, PLTW needs signed release forms allowing us to include students in our communications, including in videos and events for the winners.

It can take substantial time to collect signed release forms, therefore we are asking all nominators to collect the forms in advance. <u>Collecting the PLTW release forms is optional; you do not need to provide signed forms to submit a nomination.</u> PLTW will contact you if we would like to highlight your students' project and will request copies of the signed forms. Collecting the signed forms in advance and having them ready will facilitate sharing information about outstanding student projects.