



MEMO

TO: State Affiliate Presidents
FROM: Lily Eskelsen García
DATE: September 13, 2018
RE: 2019 NEA ESP of the Year Award Nominations

NEA will present its 28th annual NEA Education Support Professional (ESP) of the Year Award at the 2019 NEA ESP National Conference on Saturday, March 23. The conference will be held March 22-24, 2019 at Bally's Las Vegas Hotel.

Enclosed is the 2019 ESP of the Year Award nomination packet, which includes the ESP of the Year Award Overview, Nomination and Formatting Guidelines, Data Sheet, State Affiliate Acknowledgment Form, Sample Nomination Package, and Nomination Package Checklist.

NEA must receive nomination packets by 5:00 p.m. EST on Friday, December 7, 2018.

A state affiliate can choose one of the following two nomination procedures:

State Nomination: A state affiliate may submit one nominee through its ESP award program. A state award system is one developed by the state affiliate that solicits nominations from local affiliates and then selects one statewide nominee. Criteria for the state award may be designed by the state affiliate but must not conflict with the national award's criteria and purpose. A submission by a state affiliate requires the signature of the state president.

Local Nomination: If a state affiliate does not have an ESP award program in place for the 2018-19 school year, the affiliate may inform local affiliates that they may submit one nomination directly to NEA. Local affiliates are encouraged to send a copy of their nominations to the state affiliate. A submission by a local affiliate requires the signature of the local president.

Please assist us in spreading the word about this award to all members. Additional copies of the nomination materials can be obtained at www.nea.org/esp or by contacting Lisa Connor at (202) 286-0592 or lconnor@nea.org.

Enclosures

cc:

NEA Executive Committee
State Affiliate Executive Directors
NEA Board of Directors

John Stocks
Debby Chandler
Andy Coons

ESPQ Staff
ESP State Staff Coordinators



NEA ESP OF THE YEAR AWARD OVERVIEW

- Purpose:** The **National Education Association (NEA) Education Support Professional (ESP) of the Year Award** recognizes the contributions that Education Support Professionals make toward their schools, communities, and professions. The award is presented to a member of the NEA who demonstrates outstanding accomplishments and reflects the contributions of ESP to public education. The award is presented jointly by the NEA and NEA Member Benefits.
- Award:** Each year, one nominee receives the **NEA ESP of the Year Award**. The winner of the 2019 NEA ESP of the Year Award will receive a \$10,000 personal cash prize courtesy of NEA Member Benefits and will also be funded by NEA to attend the following year's NEA ESP Conference. The winner may also be invited to address the 2019 NEA Representative Assembly.
- Eligibility:** All current ESP members of an NEA local affiliate or bargaining unit who have been NEA members for at least **three years** as of December 31, 2018 and who are currently active are eligible. Individuals must be nominated by their state affiliate through a state ESP award program or by their local association if a state award program does not exist.
- Nominations:** State Affiliates: Each state affiliate may submit **only one nominee through its state ESP award program**. A state ESP award program is defined as one developed by a state affiliate that solicits nominations from local affiliates and then selects one statewide award nominee. Criteria for the state award may be designed by the individual state affiliate but must not conflict with the national award's criteria and purpose. All state affiliates are strongly encouraged to submit a nomination.
- Local Affiliates: If a state affiliate does not have an ESP award program in place, then local affiliates may submit **only one nomination directly to NEA**. Local affiliates are encouraged to send a copy of their nominations to the state affiliate.
- A Sample Nomination Package is available to assist in the preparation of the nomination package. It should only be used for assistance with formatting and layout purposes.

Selection/Criteria: The NEA ESP of the Year Selection Committee will review all nominations to ensure that eligibility and submission requirements are met. They will also score the nomination using the ESP of the Year award criteria. Nominations will be rated on a scale of 1 to 5 for each criterion, where “1” represents minimal evidence of the criterion, and “5” represents very strong evidence of the criterion. The total maximum number of points a nominee can receive is 25.

- Professional Practice (5 points)
- Member Advocacy and Association Involvement (5 points)
- Community Engagement (5 points)
- Personal Achievement (5 points)
- Enhancement of ESP Image (5 points)

The NEA ESP of the Year Selection Committee will forward its recommendation to the NEA president who will then present the recommendation to the NEA Executive Committee for consideration and action.

Disqualification: Nominations will be automatically disqualified if:

1. the State Affiliate Acknowledgment Form is not signed by the affiliate president;
2. the nomination is received after the deadline;
3. the nomination does not include all the required materials; or,
4. the nomination includes handwritten documents, clippings, news articles or photos (other than the required promotional photo).

Notification: The NEA ESP of the Year Award recipient will remain confidential until the 2019 NEA ESP National Conference, which takes place March 22-24 in Las Vegas, Nevada. The award will be presented to the winner during the ESP of the Year Awards banquet on Saturday, March 23rd. Each nominee is invited to attend the conference in its entirety at NEA’s expense (in accordance with NEA policy). In addition, each nominee will receive one complimentary guest ticket for the awards banquet.

Questions: Contact Lisa Connor (Lconnor@nea.org / (202) 286-0592) or Jennie Young (Jyoung@nea.org / (410) 370-5279)

All forms are available electronically at www.nea.org/espoty

NOMINATION DEADLINE:
Must be received at NEA Headquarters by 5:00 p.m. EST on Friday, December 7, 2018



NEA ESP OF THE YEAR AWARD NOMINATION AND FORMATTING GUIDELINES

NOTE: **If the nominee submits documents to the affiliate that do not comply with NEA ESP of the Year Guidelines** outlined in this document, the **nominating affiliate** is responsible for editing or reformatting those items prior to submitting the nomination packet to NEA ESP Quality. Failure to meet formatting guidelines may result in a reduction of points.

General Guidelines

- The entire nomination packet **must be no more than 14 pages** and must include the following components listed below, in the specified order and in accordance with the formatting guidelines noted in each section.
 1. Data Sheet (1-page maximum)
 2. State Affiliate Acknowledgement Form (1-page maximum)
 3. Nominee Statement (5-pages maximum)
 4. Résumé (1-page maximum)
 5. Three Letters of Recommendation (2-pages maximum for each letter; 6-pages total)
 6. Promotional Photo (used for promotional purposes only). The photo does not count towards the 14-page maximum.
- Handwritten documents will **NOT** be accepted.
- **Number the pages** of the entire package consecutively, starting with the Data Sheet as “Page 1.”
- Do **NOT** staple or permanently bind the materials or include covers or decorative packaging. Paper clips **ARE** acceptable.
- Do **NOT** include photos of the nominee (other than the required promotional photo), articles or news clippings about the nominee, or any other materials not specified in these guidelines.
- A Sample Nomination Package is available to assist in the preparation of the nomination package. It should only be used for assistance with formatting and layout purposes.

Disqualification Criteria

Nominations will be automatically disqualified if:

- the State Affiliate Acknowledgment Form is not signed by the affiliate president;
- the nomination is received after the deadline;
- the nomination does not include all the required materials; or,
- the nomination includes handwritten documents, clippings, news articles or photos (other than the required promotional photo).

Submission Guidelines

1. Submissions by e-mail are strongly preferred, but hard copies by mail will be accepted. Faxed copies will NOT be accepted.
2. Complete nomination packages must be received at NEA no later than 5:00 p.m. EST on Friday, December 7, 2018.

Email nomination packages to Lconnor@nea.org or mail hard copies to:

NEA ESP Quality

Attn: Lisa Connor, ESP of the Year Application

1201 16th Street, NW, **Suite 613**, Washington, DC 20036-3207

Data Sheet

Formatting: Limit 1-page maximum, 12-point font. Must use provided form. Handwritten data sheets will NOT be accepted. The Data Sheet must be labeled “Page 1” of your packet, with the following pages numbered consecutively from there.

Criteria/Scoring: The Selection Committee does not score the Data Sheet. It is reviewed only to ensure that eligibility and submission requirements are met.

State Affiliate Acknowledgement Form

Formatting: Limit 1-page maximum, 12-point font. Must use provided form. Must be signed by the affiliate president. Handwritten forms will NOT be accepted. Page numbering continues with the form labeled as “Page 2.”

Criteria/Scoring: The Selection Committee does not score the Acknowledgment Form. It is reviewed only to ensure that eligibility and submission requirements are met.

Nominee Statement

Formatting: Limit 5- page maximum, 12-point font, double-spaced, one-inch margins on all sides. Each criterion area must be clearly labeled with the corresponding criterion heading to aid the Selection Committee with their review. Page numbering continues. Handwritten statements will NOT be accepted. **Failure to meet formatting guidelines may result in a reduction of points.**

Nominee Statement must give specific examples of achievement in each of the following five criterion areas and must provide examples of how the nominee goes above and beyond the roles and responsibilities of his/her job description.

- 1. Professional Practice:** Worksite responsibilities and professional achievements the nominee has made in his/her field; must include at least one example of how the nominee has directly impacted student success in his/her school or worksite.
- 2. Member Advocacy and Association Involvement:** Evidence of leadership, creativity and innovation in advocating for members, for the profession and for public education; evidence of involvement in NEA or the local/state affiliate and how that involvement contributes to professional success; evidence that the nominee engages in member recruitment activities and encourages fellow members to be more active.
- 3. Community Engagement:** Details on how the nominee is involved in promoting public education within the community through charitable projects and activities and examples of how that involvement has benefited students, families and other members.
- 4. Personal Achievement:** A description of the nominee’s personal and/or professional goals; what they have done or are doing to meet these goals; how his/her growth and goals benefit students, members and/or families or the larger community; and advice they would give to a colleague entering the profession.
- 5. Enhancement of ESP Image:** Details of how the nominee’s activities have enhanced the image of ESP at the worksite, in the Association and in the community.

NOTE: The Selection Committee will also review and score the Résumé and Letters of Recommendation as further evidence of the nominee’s accomplishments in the criterion areas listed above.

Criteria/Scoring: The Committee will review and score the Nominee Statement, Résumé, and Letters of Recommendation for up to 5 points per criterion (Professional Practice, Member Advocacy/Association Involvement, Community Engagement, Personal Achievement, Enhancement of ESP Image) for a combined maximum of 25 points.

Résumé

Formatting: Limit 1-page maximum, 12-point font, one-inch margins on all sides. Page numbering continues. Handwritten résumés will NOT be accepted. **Failure to meet formatting guidelines may result in a reduction of points.**

The Résumé should further demonstrate the nominee's accomplishments related to the Nominee Statement criteria (i.e., professional practice, member advocacy and association involvement, community engagement, personal achievements, and enhancement of ESP image).

The Résumé should provide brief bullets of the nominee's work and professional experiences, which may include:

- Current and past professional positions held
- Education, training and/or certificates, licenses, etc.
- Association positions or committee appointments
- School or district positions or committee appointments
- Positions with outside organizations, community groups or other stakeholders
- Honors and awards

Criteria/Scoring: The Committee will review and score the Nominee Statement, Résumé, and Letters of Recommendation for up to 5 points per criterion (Professional Practice, Member Advocacy/Association Involvement, Community Engagement, Personal Achievement, Enhancement of ESP Image) for a combined maximum of 25 points.

Letters of Recommendation

Formatting: Limit 2-page maximum for each letter, double-spaced, 12-point font, one-inch margins on all sides. Page numbering continues. Handwritten letters will NOT be accepted. Nominees **must include three (3) Letters of Recommendation (no more or no less than three)**. If more than three letters of recommendation are submitted, any letters after the third letter will be discarded and not reviewed by the committee. **Failure to meet formatting guidelines may result in a reduction of points.**

Letters of Recommendation must answer the question, "Why does this nominee deserve the 2019 NEA ESP of the Year Award?" through specific examples of accomplishments related to the Nominee Statement criteria (i.e., professional practice, member advocacy and association involvement, community engagement, personal achievements, and enhancement of ESP image). The letters must also provide examples of how the nominee goes beyond the roles and responsibilities of his/her job description.

The letters should be from those who know the nominee well. One letter must come from someone at the nominee's worksite, one must be from an individual at the nominee's state/local affiliate (such as elected

leaders, members or staff) and one must be from an individual in the nominee's community (such as current or former students, parents of students, community members, etc). Letters must note how long the writer has known the nominee and in what capacity the writer can comment on the nominee's accomplishments.

Criteria/Scoring: The Committee will review and score the Nominee Statement, Résumé, and Letters of Recommendation for up to 5 points per criterion (Professional Practice, Member Advocacy/Association Involvement, Community Engagement, Personal Achievement, Enhancement of ESP Image) for a combined maximum of 25 points.

Promotional Photo

Formatting: Each nominee must submit a high-resolution, digital headshot that will be used for promotional purposes only. The photo should be 1200 x 1200 pixels or 1.4Mb in size and 240-300 dpi. **The photo must be submitted as a JPEG, TIF or EPS file and attached as a separate file. It should not be included as part of the complete nomination package. Photos submitted as PDF files will not be accepted.** If the nomination packet is submitted by hard copy, a digital headshot may be submitted separately by email. The photo must be received by 5:00 p.m. EST on Friday, December 7, 2018. The photo does not count towards the 14-page maximum. **Failure to meet formatting guidelines may result in a reduction of points.**

Criteria/Scoring: The Selection Committee will NOT review or score this photo.

Questions?

Lisa Connor, Lconnor@nea.org
(202) 286-0592

Jennie Young, Jyoung@nea.org
(410) 370-5279



2019 NEA ESP of the Year Award DATA SHEET

This form must be used to provide nominee and affiliate information.

Type of Nomination (Please check one)

- State Affiliate Nominee
 Local Affiliate Nominee (*Only permitted if there is no State ESP of the Year Program*)

NOMINEE INFORMATION

Nominee: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Mobile Phone: _____ Alternate Phone: _____

E-mail: _____

Job Title: _____

NEA Career Family (check all that apply)

**Descriptions can be found at www.nea.org/assets/docs/WhoWeAreESP.pdf*

- | | | |
|----------------------------|------------------------------|------------------------------|
| ____ Clerical Services | ____ Health/Student Services | ____ Skilled Trades |
| ____ Custodial/Maintenance | ____ Paraeducators | ____ Technical Services |
| ____ Food Services | ____ Security Services | ____ Transportation Services |

School/Worksite: _____ District/University: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Work E-mail: _____

Number of Years as NEA Member _____

STATE AFFILIATE NAME _____

LOCAL AFFILIATE NAME _____



2019 NEA ESP of the Year Award STATE AFFILIATE ACKNOWLEDGEMENT FORM

You must use this form to provide nominee and affiliate information.

The _____ nominates
Affiliate Name

Nominee Name

for the 2019 NEA ESP of the Year Award. The nominee is a current ESP member and has been a member for at least three years as of December 31, 2018.

State President Name (or Local President if a Local Nomination)

State President Signature (may be signed electronically)

Date

SAMPLE NOMINATION



**2019 NEA ESP of the Year Award
DATA SHEET**

This form must be used to provide nominee and affiliate information.

Type of Nomination (Please check one)

State Affiliate Nominee

Local Affiliate Nominee (*Only permitted if there is no State ESP of the Year Program*)

NOMINEE INFORMATION

Nominee: John Jones

Home Address: 1012 Pretty Drive

City: Jollyville State: Great State Zip Code: 3333

Mobile Phone: 222-444-9090 Alternate Phone: _____

E-mail: cleanschoolsrock@email.com

Job Title: Head Custodian

NEA Career Family (check all that apply)

**Descriptions can be found at www.nea.org/assets/docs/WhoWeAreESP.pdf*

Clerical Services

Health/Student Services

Custodial/Maintenance

Paraeducators

Food Services

Security Services

School/Worksite: Green Middle School District/University: Highland Public Schools

Work Address: 4444 Lovely Blvd.

City: Birdseye State: GS Zip Code: 33544

Work Phone: 222-440-8888 (ext. 34) Work E-mail: jjones@highland.k12.gs.us

Number of Years as NEA Member 12

STATE AFFILIATE NAME Great State Education Association

LOCAL AFFILIATE NAME Landmark Education Association

Data Sheet

- *1-page maximum*
- *Must use form provided*
- *12-point font*
- *Handwritten data sheets not accepted*
- *Page numbering begins with this page labeled as "Page 1"*
- *Criteria/ Scoring: The Data Sheet is not scored.*



2019 NEA ESP of the Year Award STATE AFFILIATE ACKNOWLEDGEMENT FORM

You must use this form to provide nominee and affiliate information.

The Great State Education Association
Affiliate Name

John Jones
Nominee Name

for the 2019 NEA ESP of the Year Award. The nominee is a current ESP member for at least three years as of December 31, 2018.

Sarah Miller
State President Name (or Local President if a Local Nomination)

Sarah Miller 10-20-2018
State President Signature (may be signed electronically) Date

State Affiliate Acknowledgment Form

- *1-page maximum*
- *Must use form provided*
- *12-point font*
- *Handwritten forms not accepted*
- *Page numbering continues with this page labeled as "Page 2"*
- *Must be signed by the affiliate president*
- *Criteria/ Scoring: The Acknowledgment Form is not scored*

Dear NEA ESP of the Year Award Selection Committee,

I am excited to be nominated for the 2019 NEA National ESP

Professional Practice:

I take immense pride in my career and have a passion for making a difference in the lives of students. I have been employed with Highland Park Public Schools as a custodian. I worked my way from night custodian to the position of Assistant Principal, an accomplishment that I take great pride in every day. Each morning I arrive an hour before I am scheduled to arrive to ensure that the building is clean and staff. I was honored to receive the "Great State Award for Professional Practice" from the Great State Department of Education for my work in Safety Strategies" from the Great State Department of Education. I was also honored to lead an afterschool program for students interested in pursuing a career in custodial/maintenance. Once a week, I mentor and tutor a group of students, discuss opportunities in the field, education goals, and to provide professional development and training on a variety of topics related to the field including safety, storage, safe cleaning and disinfecting, and more. My favorite part of my job is graduation. Watching my students walk across the stage is gratifying. It is the final chapter in my goal to impact student success through my professional skills and knowledge to better equip students for the future they pursue.

Nominee Statement

- *Each criterion area must be clearly labeled with the corresponding criterion heading*
- *5-pages maximum, Double-spaced, 12-point font, 1-inch margin all sides*
- *Handwritten statements are not accepted*
- *Page numbering continues*
- *Must give examples of achievement in each of the five criterion areas (Professional Practice, Member Advocacy/Association Involvement, Community Engagement, Personal Achievement, Enhancement of ESP Image)*
- *Must give examples of how the nominee goes above and beyond the roles and responsibilities of his/her job description*
- *Failure to meet formatting guidelines may result in a reduction of points*
- *Criteria/ Scoring: The Committee will review and score the Nominee Statement, Résumé, and Letters of Recommendation for up to 5 points per criterion (Professional Practice, Member Advocacy/Association Involvement, Community Engagement, Personal Achievement, Enhancement of ESP Image) for a combined maximum of 25 points*

Member Advocacy and Association Involvement:

As the son of a career bus driver and teacher, I have always believed in the power of collective bargaining and the importance of unions. I have been a member of the Landmark Education Association (LEA) since I started working for Highland Public Schools in 2005. I am active at the local, state and national affiliate levels. As the Vice-President of my local, I make it a personal mission to engage existing and potential members. I provide training and support for newly forming ESP groups in other locals at their request. At the state level, I have provided training at our statewide ESP Conference on topics such as mentoring, organizing, indoor environmental quality, and team building. At the national level, I have served on numerous workgroups such as NEA's Professional Growth Continuum workgroup, the Anti-privatization workgroup and Social and Racial Justice committee. I am also excited to have been a member of NEA's ESP Careers Strategic Board Committee for the last two years. Using my knowledge and passion for employee rights, I hope to continue to inspire education professionals to become members and to become actively involved in their association.

Community Engagement:

I am fortunate to live and work in the community in which I grew up. For the last three years, I have served on a committee that works with local civic leaders to administer, select, and honor the recipients of a local Educator of the Year award. One of my most proud achievements involves the mentorship of young people in my community. I have

SAMPLE NOMINATION

been active in the local Boys and Girls Club for five years and started holding monthly support meetings at the local library for a group of students who struggled with what they wanted to do after graduation. It has been rewarding to see some of these young men and women find a renewed sense of determination to continue working hard to better their futures. I proudly watched last year's entire group walk across the stage to receive their diploma.

Personal Achievement:

One of my personal goals is deep rooted in community. I truly believe in employee rights and public education and feel deeply that we are each responsible for our community and the people in our neighborhoods. I strive to be a positive role model for my students, their parents, and anyone else whose life I touch. I created the "Community Together" forum, which allows for monthly discussions that provide community members with an in-person opportunity to discuss issues and address concerns. I have worked with local businesses to secure locations for the meetings. We recently took the forum to social media and created a Facebook and Twitter account for the group. We continue to build capacity and strengthen our relationships with other community stakeholders. Recently, Mayor Chamberlain wrote a piece in an op-ed column about our goals and accomplishments. The forum has benefited students, members, and the larger community in several ways. As President Miller mentioned, I successfully advocated for the adoption of an IPM program in my district. I was able to bring my concerns to the forum and increase support for the cause. Over 75% of forum members attended the school board meeting that covered the IPM proposal. I truly

SAMPLE NOMINATION

believe that education and community go hand-in-hand and the “Community Together” forum is one avenue through which we can come together and achieve greatness.

One piece of advice that I have for a colleague entering the profession is, “Never allow someone to tell you that you are ‘just an ESP.’ Believe in yourself, your union, and your passion for student success.”

Enhancement of ESP Image:

I have worked tirelessly to elevate ESP careers in my school and district. I am truly passionate about educating others on the important role that all ESP play in student success and meeting the needs of the whole student. It is critical that ESP believe in themselves. Last year, after an association meeting where several leaders shared that they are sensing low morale from ESP, we decided to start the “Not Just an ESP” campaign. As chair of the committee, I worked with other passionate members in my local to develop the campaign’s goals and objectives. We identified a series of roundtable discussions to be held at our local library and other events aimed at educating the larger school community on ESP careers. Recently, we staffed a table at a local grocery store where we handed out brochures on the nine career families. I spoke about the campaign at a PTA meeting and we received a standing ovation from those in the audience.

I am truly honored and appreciate the opportunity to be considered for this award.

John Jones

SAMPLE NOMINATION

JOHN JONES

1012 Pretty Drive, Jollyville, GS 33333 | cleanschoolsrod

HEAD CUSTODIAN

Safety-conscious, loyal and hardworking head custodian with a reputation for thoroughness in cleaning and maintaining. Respected by administrators, staff and students—known for personable demeanor.

PROFESSIONAL EXPERIENCE

January 2008 – Present

Head Custodian, Highland Public Schools – Green Middle School

- Supervise cleaning of building and assures a clean environment for students, staff, and guests
- Maintain interior and exterior of building
- Schedule custodians accordingly
- Schedule and coordinate facility use of building
- Maintain monthly payroll
- Responsible for facility use billing
- Answers emergency situations day or night
- Assist students in need
- Leads school health and safety meetings

January 2005 – January 2008

Custodian, Highland Public Schools – Green Middle School

SCHOOL & ASSOCIATION POSITIONS

- 2016 – Present – Vice-President, LEA
- 2016 – Present – NEA Board of Directors
- 2016 – Present – Green Middle School Health and Safety Committee
- 2015 – Present – At-large Member, GSEA Board of Directors
- 2014 – Present – Joint Labor-Management Team

HONORS/AWARDS

- Boys & Girls Club Friend of Education, 2016
- Great State Award for Innovative Health and Safety Strategies, 2014

EDUCATION & TRAINING

- 2003 – 2005: Certificates – Forklift Operator, Gym Floor Resurfacing, Low Pressure Boilers
- 2001 – 2003: Tall Sky Community College, Associate Degree, HVACR
- 2001: Blue High School

Résumé

- *1-page maximum, 12-point font, 1-inch margin on all sides*
- *Handwritten résumés not accepted*
- *Page numbering continues*
- *Further demonstrates the nominee’s achievements in each of the 5 criterion areas*
- *Failure to meet formatting guidelines may result in a reduction of points*
- *Criteria/ Scoring: The Committee will review and score the Nominee Statement, Résumé, and Letters of Recommendation for up to 5 points per criterion (Professional Practice, Member Advocacy/Association Involvement, Community Engagement, Personal Achievement, Enhancement of ESP Image) for a combined maximum of 25 points*

Dear NEA ESP of the Year Award Selection Committee

It is an especially rewarding experience for a UniServ Director to get to watch that person grow, develop, and achieve beyond what I thought possible. John's leadership with UniServ and the community with John has provided me that rare and special opportunity.

John was on the interview team that selected me to be a member of the committee. We have worked more and more closely together over the years. Our shared passions have blossomed into a wonderful friendship. Even the challenges of John has been no obstacle at all. He thrives on pushing himself to do what that no one thought possible. In his achievements, he is honored with recognition with teammates and colleagues. John's application for the award is many of his personal and professional achievements that he has achieved in the direction, and share a lighter moment. Our city has an annual parade. When John was a member of the public relations committee, he was the entry in the parade. The committee thought it would be fun to have John organize a work group, took over the UniServ contract for the head and plastic tablecloths with miles of duct tape. The dragon was fifty feet long and was carried on hula-hoops. John loved the dragon and watch for it every year! John is an inspiration to those recommending him for this honor.

Sincerely,

Tamara Jones

UniServ Director, Great State Education Association

Letters of Recommendation

- **ONLY 3 letters must be included: One from someone at the nominee's worksite, one from the nominee's state or local, one from the nominee's community**
- **2-page maximum for each letter**
- **Double-spaced, 12-point font, 1-inch margin on all sides**
- **Handwritten letters will not be accepted**
- **Page numbering continues**
- **Must answer, "Why does this nominee deserve the 2019 NEA ESP of the Year Award?" through examples of accomplishments related to the 5 criteria**
- **Must give examples of how the nominee goes above and beyond the roles and responsibilities of his/her job description**
- **Failure to meet formatting and recommendation guidelines may result in a reduction of points**
- **Criteria/Scoring: The Committee will review and score the Nominee Statement, Résumé, and Letters of Recommendation for up to 5 points per criterion (Professional Practice, Member Advocacy/Association Involvement, Community Engagement, Personal Achievement, Enhancement of ESP Image) for a combined maximum of 25 points.**



NOMINATION PACKAGE CHECKLIST 2019 ESP of the Year Award

Nominations will be disqualified if any of the following are NOT met:

- A complete nomination package was submitted by mail or e-mail and received by NEA on or before 5:00pm EST on Friday, December 7, 2018
- The nomination includes each of the following:
 - Data Sheet
 - State Affiliate Acknowledgment Form
 - Nominee Statement
 - Résumé
 - Three Letters of Recommendation (no more, no less than three)
 - Promotional Photo (sent as a separate file)
- The affiliate has ensured that the nomination has been formatted according to the Nomination and Formatting Guidelines.
- State Affiliate Acknowledgment Form has been signed by the affiliate president
- The nomination does not include handwritten documents, articles, news clippings or photos (other than the required promotional photo).

Submission Checklist

- The nomination was not submitted by fax.
- The nomination was submitted by mail or e-mail and received by NEA on or before 5:00pm EST on Friday, December 7th.
- The nomination was either emailed to lconnor@nea.org or mailed to:
NEA ESP Quality
Attn: Lisa Connor, ESP of the Year Application
1201 16th Street, NW, Suite 613
Washington, DC 20036-3207

Formatting and Assembly Checklist

- Nomination is no more than 14 pages total
- There are no handwritten documents included in the nomination.
- Pages are numbered starting with the Data Sheet labeled as “Page 1”
- The nomination materials are not stapled or permanently bound (paper clips may be used if necessary).
- The nomination does not include covers or decorative packaging.
- The nomination does not include handwritten documents, articles, news clippings or photos other than the required promotional photo.

Data Sheet

- Provided form was used
- No more than 1-page
- 12-point font was used
- Data Sheet not handwritten
- Labeled as “Page 1”

State Affiliate Acknowledgment Form

- Provided form was used
- No more than 1-page
- 12-point font was used
- Acknowledgment Form not handwritten
- Signed by affiliate president
- Page numbering continues with this page labeled as “Page 2”

Nominee Statement

- Each criterion is clearly labeled with the corresponding criterion heading
- No more than 5-pages
- 12-point font was used
- Statement is double-spaced
- 1-inch margin on all sides
- Statement not handwritten
- Pages are numbered
- The statement gives specific examples of achievements in each of the following 5 criterion areas:
 - Professional Practice
 - Member Advocacy and Association Involvement
 - Community Engagement
 - Personal Achievement
 - Enhancement of ESP Image
- The statement provides examples of how the nominee goes above and beyond the roles and responsibilities of his/her job description.

Résumé

- No more than 1-page
- 12-point font was used
- 1-inch margin on all sides
- Résumé not handwritten
- Page is numbered
- The résumé provides brief bullets of the nominee’s work and professional experiences, such as:
 - Current and past professional positions held
 - Education, training, and/or certificates, licenses, etc.
 - Association positions or committee appointments
 - School or district positions or committee appointments

- Positions with outside organizations, community groups or other stakeholders
- Honors and awards
- The résumé further demonstrates the nominee’s achievements in each of the following criterion areas:
 - Professional Practice
 - Member Advocacy and Association Involvement
 - Community Engagement
 - Personal Achievement
 - Enhancement of ESP Image

Three Letters of Recommendation

- Three letters are included- no more, no less
 - One letter from each of the following:
 1. Someone from the nominee’s worksite
 2. Someone from the nominee’s local
 3. Someone from the nominee’s community
- Each letter is no more than 2-pages
- 12-point font was used in each letter
- Each letter is double-spaced
- Each letter uses 1-inch margin on all sides
- Letters are not handwritten
- Pages are numbered
- The letters answer the question, “Why does this nominee deserve the 2019 NEA ESP of the Year Award?” through examples of accomplishments related to each of the following criterion areas:
 - Professional Practice
 - Member Advocacy and Association Involvement
 - Community Engagement
 - Personal Achievement
 - Enhancement of ESP Image
- The letter provides examples of how the nominee goes above and beyond the roles and responsibilities of his/her job description.

Promotional Photo

- One **high-resolution** digital head shot sent as a separate jpeg, tif, or eps file.
- The photo was submitted by mail or e-mail and received by NEA on or before 5:00pm on Friday, December 7th.