

## **NEA-RETIRED DISTINGUISHED SERVICE AWARD GUIDELINES**

NEA-Retirees are actively involved in the Association\* -- political action, community organizing, mentoring, and volunteering to help meet educator and community needs. This award attempts to give special honor to retirees to emphasize their contributions to public education and their communities.

### **Criteria**

The purpose of this award is to recognize an individual who embodies the outstanding service of retirees in any or all of the following areas:

- Involvement in the community;
- Involvement in the Association;\*
- Enhancement of retirees' image in the Association\* and public education.

Submitted documents should be clear and easy to read, i.e., printed or typewritten.

### **Eligibility**

Nominees must have been a NEA-Retired member for five (5) consecutive years as of January 15 of the award year.

### **Nomination Procedure**

To insure the widest possible participation, the nomination procedure will be as follows:

- A state Retired affiliate may submit one nominee. (A local may submit a nominee to the State Retired organization.) A state nomination requires the signature of the state Retired President or State Retired contact.

All nominations **must be postmarked by April 15 of the award year.**

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\* All-inclusive NEA membership = local, state and national involvement in activities.

## **NEA-RETIRED DISTINGUISHED SERVICE AWARD GUIDELINES CONTINUED**

- Supporting documents required are:
  1. Completed nomination form and responses signed by the State Association NEA-Retired President/State Retired contact.
  2. A letter from the nominee's State NEA-Retired President/State Retired Contact.
  3. Two letters of support (one must be from a community source), no more than two pages in length.

**Note: Submitted material will not be returned.**

### **Selection of the Award**

All nominations received by NEA-Retired must be submitted on the official nomination form (or facsimile thereof) and will be processed as follows:

- Each nomination will be checked to ensure that it meets eligibility requirements.
- The NEA-Retired Selection Committee will review applicants according to the criteria and purpose listed.
- The Committee's selection for the NEA-Retired Distinguished Service Award will be forwarded to the NEA-Retired President prior to the NEA-Retired Annual Meeting.

**NEA-RETIRED DISTINGUISHED SERVICE AWARD NOMINATION FORM**

Please complete this form. Provide a supporting letter from the nominee's State NEA-Retired President/State Retired Contact and two letters of support no more than two pages in length (one from a community source). Submitted documents should be clear and easy to read, i.e., typewritten or printed. **Submitting additional materials will disqualify your nomination.**

**IMPORTANT:** *Only one nomination per state will be accepted.* The individual signing this form must be the State NEA-Retired President or State Retired contact. **Postmark deadline: April 15.**

\* \* \* \* \*

**I hereby nominate the following person to receive the NEA-Retired Distinguished Service Award to be presented at the 2016 NEA-Retired Annual Meeting:**

DATE OF NOMINATION SUBMISSION (NOMINATION FORMS WITHOUT A DATE WILL NOT BE CONSIDERED. NOMINATION FORMS MUST BE RECEIVED BY APRIL 15.

DATE:

NOMINEE:

Social Security Number or NEA Individual I.D. Number:

Home Address:

Year Retired:

State and/or Local Affiliate:

Phone:  
(Home)

(Work)

E-Mail Address:

**NEA-RETIRED DISTINGUISHED SERVICE AWARD GUIDELINES CONTINUED**

**SUBMITTED BY:**

State NEA-Retired President or State Retired Contact:	
State or Local Association:	
Home Address:	
Phone:	
E-Mail Address:	
Signature & Date:	

**For further information regarding the nominee, contact:**

Nominated By:	
Relationship to Nominee:	
Address:	
Phone: (Home)	(Work)
E-Mail Address:	

## NEA-RETIRED DISTINGUISHED SERVICE AWARD GUIDELINES CONTINUED

### **The nominating letter should:**

1. Describe the nominee's involvement and activities in the Association\* and how she or he has enhanced the image of NEA-Retired.
  - A. As an Active member
  - B. As a Retired member
2. Describe how the nominee has been involved in promoting public education in the community.

### **Mail complete information to:**

NEA-Retired Distinguished Service Award  
Center for Governance  
1201 16th St. NW, Ste. 519  
Washington, DC 20036

**Nominations must be postmarked no later than April 15.**

Updated 5/16

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