



## NOMINATION PACKAGE CHECKLIST 2018 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 8.
- The nomination includes each of the following:
  - Data Sheet
  - State Affiliate Acknowledgment Form
  - Nominee Statement
  - Résumé
  - Three Letters of Recommendation
  - Promotional Photo
- 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 8.
- The nomination was either emailed to [lconnor@nea.org](mailto:lconnor@nea.org) or mailed to:  
NEA ESP Quality  
Attn: Lisa Connor, ESP of the Year Application  
1201 16<sup>th</sup> 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

**Letters of Recommendation**

- Three letters are included
- 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 2018 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 included
- The photo was submitted by mail or e-mail and received by NEA on or before 5:00pm on Friday, December 8.