

General Awards Criteria

Nominations that do not meet these criteria may not be considered.

NEA

1. Accepts nominations without regard to race, color, creed, gender, sexual orientation, or national origin.
2. Reserves the right to present no award, to select a nominee other than the person(s) or organization nominated for an award, or to move a nominee to another award category.
3. Presents awards to nominees as selected by the NEA Human and Civil Rights Committee and approved by the NEA Executive Committee.

Nominees

1. May be individuals, schools, NEA affiliates, or organizations working in the area of human and civil rights.
2. Must be an NEA member(s) if eligible for membership. To facilitate our verification, please be sure to include the membership ID or last four digits of the social security number.
3. Must have engaged in human and civil rights activities that have community-wide impact.
4. Must **not** have performed the activities that meet the awards criteria as part of compensated Association staff responsibilities (paid full- or part-time local, state, and national staff), unless noted differently in award criteria.

Nominators

1. Must be an NEA member, affiliate, or caucus.
2. Must make each nomination for a specific award category. Submit a separate binder for each nominating award category.

Nominations

1. Must be submitted in a 3-ring binder of single-sided typed or computer-printed pages in Times New Roman 12 pt., in the following format:

Section A – Human and Civil Rights Awards Nomination Form (**not considered part of the supporting materials**)

- Be sure to include nominator's NEA membership ID number **or** last four digits of Social Security Number to facilitate an NEA membership check. If the nominee is eligible for membership, please provide his/her NEA membership ID number **or** last four digits of Social Security Number to facilitate an NEA membership check.

Section B – Criteria Eligibility Form (One page only!) (not considered part of the supporting materials)

- Complete official Criteria Eligibility Form for selected category that briefly highlights how your nominee meets **ONE** or **MORE** of the award criteria within the block space provided.

Section C –Nominee’s Photo (not considered part of the supporting materials)

- Nominee’s photo must be of high quality for reproduction purposes;
- Nominee’s photo must be 8 x 10 inches in size;

Section D – Nominee’s resumé or Organization’s Information (not considered part of the supporting materials)

This section may be up to 4 pages single-spaced or 2 pages double spaced of Times New Roman 12 pt.;

- An organization’s information may include a fact sheet, history, and/or background information as the resumé;

Section E – Supporting Materials (up to 20 single-sided or 10 double-sided, numbered pages). Please list them on the Nomination Materials/Organizing Form. Some examples are:

- Additional criteria support information;
- Letters of recommendation – up to 3 (**Note: Must be typewritten, unless submitted by a student**)
- News clippings/flyers, etc.;
- Other materials as listed under Supporting Materials in official Nomination Application.

The NOMINATION 3-Ring Binder must be postmarked on or before the December 10, 2015 to:

NEA Human and Civil Rights
Attn: Shannon Nephew
1201 16th St., N.W.
Suite 410
Washington, DC 20036-3290
(202) 822-7737