

NATIONAL EDUCATION ASSOCIATION
Human and Civil Rights Awards

2014 NOMINATION FORM

Available on-line at www.nea.org/hcrawards

Award Categories:

- César Chávez Acción y Compromiso HCR Award
- Ellison S. Onizuka Memorial Award
- H. Councill Trenholm Memorial Award (Black)
- George I. Sánchez Memorial Award
- Leo Reano Memorial Award
- Martin Luther King, Jr. Memorial Award
- Mary Hatwood Futrell Award
- Reg Weaver Human and Civil Rights Award
- Rosa Parks Memorial Award
- Rosena J. Willis Memorial Award (Local Affiliate)
- SuAnne Big Crow Memorial Award
- Virginia Uribe Award for Creative Leadership in Human Rights

Indicate Award Category of Nomination

(Complete state/local information only if nominee is an NEA member, and include NEA membership ID# or the last four digits of the social security number to facilitate verification of NEA membership. (Please note that nominee must be an NEA member if they are eligible for membership). We highly recommend you notify your state president that you are submitting a nomination.

NOMINEE INFORMATION (must be an NEA member if eligible for membership)

NEA MEMBER NON-MEMBER

Please note: Nominations that do not meet the criteria may not be considered

Name:		<i>NEA membership ID# or last four digits of SS# number to verify membership:</i>		
Address:				
City:	State:	Zip Code:		
Work Address:				
City:	State:	Zip Code:	<i>State in which nominee works if different from state they reside in:</i>	
Daytime Phone:	Cell phone:	Home Phone:	Fax:	E-mail Address:
State Association President:		Daytime Phone:	Fax:	E-mail Address:
Local Association President:		Daytime Phone:	Fax:	E-mail Address:
If chosen, will this nominee be available to attend the 2014 Human and Civil Rights Awards Dinner in Denver, CO, on July 2, 2014 to accept his or her award? <input type="checkbox"/> Yes <input type="checkbox"/> No				

NOMINATOR INFORMATION (must be an NEA member)

NEA MEMBER

NEA AFFILIATE

NEA CAUCUS

<i>Nominator (If Affiliate or Caucus – please be sure to include a contact person’s name):</i>		<i>NEA Membership ID# or last four digits of SS# number to verify membership:</i>		
<i>Address:</i>				
<i>City:</i>		<i>State:</i>	<i>Zip Code:</i>	
<i>Daytime Phone:</i>	<i>Cell Phone:</i>	<i>Home Phone:</i>	<i>Fax:</i>	<i>E-mail Address:</i>
<i>State Association President:</i>		<i>Daytime Phone:</i>	<i>Fax:</i>	<i>E-mail Address:</i>
<i>NEA Caucus Chairperson (needed if nominated by a Caucus):</i>		<i>Daytime Phone:</i>	<i>Fax:</i>	<i>E-mail Address:</i>
<i>Local Association President:</i>		<i>Daytime Phone:</i>	<i>Fax:</i>	<i>E-mail Address:</i>

Complete this form, the appropriate *Criteria Eligibility Form*, and the *Nomination Materials/Organizing Form* and mail them with supporting materials, **postmarked no later than December 10, 2013**, to:

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

For questions, please call (202) 822-7737 or (202) 822-7709.



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).

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

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.

Please note: The Nominee’s resumé is counted towards the number of pages of Supporting Materials

The NOMINATION 3-Ring Binder must be postmarked on or before the December 10, 2013 to:

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



SUPPORTING MATERIALS

1. For each nominee, nominators may submit supporting materials of up to 20 single-sided; or 10 double-sided pages; in a 3-ring notebook. *The resume, nomination forms, and photo must also be in the 3-ring notebook, but are not counted as part of the supporting materials.* Notebook dividers count as pages towards the supporting materials, if there is text or images on the divider page.
2. All materials must be typewritten, and the font size must be 12 points, Times New Roman.
3. Nominators must submit a current 8 x 10” professional quality photograph of the nominee with his or her name written on the back. *If all you have is a scanned or computer photo – it’s ok to send that.* The photo is not counted as part of your 20 pages of supporting materials.
4. Nominators may submit a Resumé for the nominee or organization. It may be up to 4 pages in Times New Roman 12 point font. An organization’s information may include a fact sheet, history, and/or background information. The Resumé is counted as part of the 20 pages of supporting materials.
5. All additional supporting materials must relate to the specific awards criteria for which the individual, association, or organization is being nominated. (See the “Criteria Eligibility Form” for each award, included in this packet.).
6. Appropriate supporting materials may include newspaper, newsletter, and magazine articles; printed programs; up to 3 pages of certificates and/or citations; up to 3 letters of support (must be typewritten unless submitted by a student); photographs; and similar materials. Do not send bulky items such as trophies, plaques, or mounted certificates, however, the submission may include one compact disc, audiotape, or videotape that is an example of the nominee’s work. If a newspaper, newsletter, magazine articles, et al. are submitted in the binder, each page counts toward your 20 pages; unless the item is placed in a protective sleeve cover, then only the front and back would be read and counted.
7. The audiotape, compact disc (CD), DVD or videotape should not exceed 30 minutes in length.
8. Use the “Nominations Materials/Organizing Form” to list and describe all supporting materials. All items must be properly numbered, labeled, and arranged in an orderly, sequential manner. Page numbers begin with the supporting materials. Nomination form must be typewritten, and the font size should be 12 points, Times New Roman.
9. Mail the completed nominations packet and all supporting materials in a large, securely wrapped envelope or box. *The Human/Civil Rights Committee strongly encourages the use of trackable, overnight mail to ensure that all materials meet the **postmarked deadline of December 10, 2013.***
10. Nominations that do not meet the submission criteria may not be considered.



NOMINATION MATERIALS/ORGANIZING FORM

To help the committee identify and quickly return supporting materials received with award nominations, please number the items you are mailing. List and briefly describe them below. Organize material in order of criteria met and label accordingly.

Number of items mailed: _____

List and describe the supporting items:

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

- 6. _____

- 7. _____

- 8. _____

- 9. _____

- 10. _____

