



## 2024 NEA ESP OF THE YEAR AWARD LETTER OF RECOMMENDATION (LOR) REQUIREMENTS

- Individuals writing letters of recommendation should review this document to ensure all requirements are met. To learn more about the NEA ESP of the Year (ESPOTY) Award, visit [www.nea.org/espoty-nomination](http://www.nea.org/espoty-nomination).
- If you have questions, contact Jennie Young at [jyoung@nea.org](mailto:jyoung@nea.org).

Nominees must submit three (3) letters of recommendation (no more, no less). Nominees should seek letters of recommendation from individuals who can cite specific examples of how the nominee has impacted one or more of the four criterion areas. Letter writers should be from the nominee's school/worksite (e.g., fellow ESPs, teachers or other colleagues; principals, superintendents), local/state union (e.g., elected leaders, fellow members, staff), and community (e.g., current or former students; parents/families/guardians of students; representatives of charitable, faith-based, non-profit or other community-based organizations) as these capacities align with the award criteria.

### **What should letters address/include?**

Letters of Recommendation should further demonstrate the nominee's accomplishments and impact in the following award criteria. ***\*Important:** The award criteria were updated this year. Additional guidance is available in the NEA ESP of the Year Overview and Requirements which can be found at [www.nea.org/espoty-nomination](http://www.nea.org/espoty-nomination).*

- **Impact on students.** Describe specific actions you have taken and how those actions positively impacted student learning, social-emotional well-being, health and/or safety.
- **Impact on families and the community.** Describe specific actions you have taken and how those actions have positively impacted families and/or the local community.
- **Union engagement and activism, with a focus on ESP workforce issues.** Describe how your engagement and activism with the local or state union/association have positively impacted ESPs' professional stature (e.g., importance and reputation), stability (e.g., wages, benefits, and job security), and/or effectiveness (e.g., professional practice).
- **Impact on colleagues.** Describe specific actions you have taken and how those actions have positively impacted colleagues at your school campus, school district, or worksite.

Letters should note how long the writer has known the nominee and describe the capacity (e.g., school/worksite, local/state union, community) through which the writer is commenting on the nominee's accomplishments and impact.

### **What are the formatting requirements?**

- Letters **must be typed, one-page maximum**, with **one-inch margins** and **minimum 11-point font**. Handwritten letters will not be accepted.
- The signature line of each letter should include the writer's signature (typed or handwritten), first and last name (typed), title/position, and phone number or email address should we need to reach out with questions.
- Letters can be addressed to the selection committee or "to whom it may concern."
- Letters can be submitted to the nominee or affiliate point of contact (POC) as a PDF or Word document. Letters sent as Word documents will be converted to PDFs before being submitted.

**Questions?** Email Jennie Young at [jyoung@nea.org](mailto:jyoung@nea.org).

All award materials can be downloaded from [www.nea.org/espoty-nomination](http://www.nea.org/espoty-nomination).