

**2024 NEA ESP OF THE YEAR AWARD**

**NOMINATION SUBMISSION CHECKLIST**

* Affiliate points of contact (POCs) and nominees can use this checklist before submitting a nomination to ensure that award requirements are met. The checklist includes requirements that the committee scores and those related to eligibility. The checklist is a Microsoft Word fillable form.
* The *2024 NEA ESP of the Year Overview and Requirements* and other award materials are available at [www.nea.org/espoty-nomination](http://www.nea.org/espoty-nomination). Questions? Contact Jennie Young at jyoung@nea.org.

*\*Scored by the selection committee*

**Data Sheet**

[ ] Nominee is an **active ESP member** of an NEA local affiliate or bargaining unit AND has been an NEA member for **at least three years as of December 31, 2023.**

**\*Personal Statement**

[ ]  Provides specific examples of the nominee’s impact in each of the following award criteria.

[ ]  Impact on students.

[ ] Impact on families and the community.

[ ]  Union engagement and activism, with a focus on ESP workforce issues.

[ ]  Impact on colleagues.

***\*Important:*** *The award criteria were updated this year. Additional guidance and complete criteria descriptions are available in the NEA ESP of the Year Overview and Requirements at* [*www.nea.org/espoty-nomination*](http://www.nea.org/espoty-nomination)*.*

[ ]  Responses describe what action was taken and what impact the action had.

[ ]  Responses took into consideration the following questions. These questions will be applied to each of the criteria during scoring.

1. What is the **degree of impact?** (Was the impact transactional or transformational? Were systems changed? What was the breadth and/or depth of impact?)
2. How did the actions advance **racial and social justice** in education? (Did the actions address issues of inequity? If yes, how? How were the actions inclusive and/or responsive to marginalized communities?)
3. To what degree did the nominee **collaborate or partner**with others? (e.g., individuals, organizations, etc.?)

**\*Resume Questionnaire**

[ ] Further demonstrates the nominee’s achievements and impact in each of the following award criteria.

[ ]  Impact on students.

[ ] Impact on families and the community.

[ ]  Union engagement and activism, with a focus on ESP workforce issues.

[ ]  Impact on colleagues.

**State President Acknowledgment**

[ ] The state president has approved you to sign and submit the acknowledgment on their behalf.

For Local Affiliate Nominations ONLY (i.e., your state affiliate does not have a state ESP award program/nominee):

[ ] The local president has approved you to sign and submit the acknowledgment on their behalf.

[ ] The state president has also acknowledged the nomination.

**\*Letters of Recommendation**

[ ] **Three (3)** **Letters of Recommendation** **(no more, no less)** **have been uploaded as PDF files.**

[ ]  Each letter is **typed**, **one-page maximum,** with **one-inch margins** and **minimum 11-point font.**

[ ]  Each letter notes how long the letter writer has known the nominee and describes the capacity (e.g., school/worksite, local/state union, community) through which the writer is commenting on the nominee’s accomplishments and impact.

[ ]  Letters are addressed to the selection committee or “to whom it may concern.”

[ ]  Thesignature line of each letter includes the writer’s signature (typed or handwritten), first and last name (typed), title/position, and phone number or email address.

[ ]  Each filename includes the nominee’s first and last name and state (e.g., two-letter state abbreviation).

**Digital Head Shot**

[ ] A high-resolution digital head shot (1200 x 1200 pixels or 1.4Mb in size and 300 dpi) in JPEG file format has been uploaded.

[ ] The photo was taken in good lighting, and ample headroom is around the nominee’s head.

[ ]  The photo is not a selfie, picture of a picture, or screenshot from Facebook or another social media platform.

**Nomination Deadline**

[ ]  Nomination has been or will be submitted by **11:59 p.m. EDT on Monday, September 18, 2023.**

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

Questions? Email Jennie Young at jyoung@nea.org.