

NEA-Retired “Spirit of Membership” Award Application

Complete all sections of this application, and submit online via this [Link to Online Submission](https://app.smartsheet.com/b/form/0354318b4a644f1b9128eee9e05c3c8f). The link can also be accessed on the NEA-Retired website: <https://www.nea.org/professional-excellence/conferences-events/nea-retired-annual-meeting>. The submission deadline is April 15, 2024. All applications must be submitted by 5:00 PM on the day that they are due.

This application (and any additional pages) should be typed in 12 point font and saved as a .pdf or Word document. For additional documentation, photos may be included in the award submission and saved in a .gif, .tiff or .jpeg format.

A maximum of 10 attachments, including this application form and additional sheets (if applicable), can be appended to the online award cover page. Supporting documents/artifacts will **NOT** be returned to the local or state associations submitting the application, so please make sure you have copies of the completed application and supporting artifacts for your records.

**Contact Information (Must correspond to the online cover page):**

Affiliate Name:

Name of Retired Member Submitting Application:

**Program Basic Information:**

**Rationale:** include a description of what led to the development of the program.

(What issues or problems are you addressing? What was the impetus for the program?)

**Development and Components of the Program:**

**Components:** include the *“parts of the program*.” (Include who was involved in the planning.

Is the program relevant and sustainable? Is there a plan for sharing with your stakeholders? Is there a media component?)

**Goals:**

What are the basic 2 - **3 goals** of your program?

**Plan Outline:**

Include a **step by step plan of action** with a timeline. You may use this space or attach to the application.

**Implementation of the Program:**

Address the following components to help us understand the scope and diversity of your program.

What collaborative partners were involved and to what extent?

How did your work on this program build advocacy skill for the members who participated in this project?

**Program Budget:**

How many association members are directly involved in the program? What roles did your members play?

Did any additional opportunities or additional programs grow from this work?

Include or attach a copy of your budget and where possible the actual monies spent along with their source.

**Evaluation of your program:**

Did you complete or are you in the process of completing your program?

How did you measure success? Make sure you address each of your goal areas.

How will you share your success, failures/weaknesses with stakeholders involved in the program?

This will go at the end of the application: Add- Please feel free to provide the committee any feedback or comments you may have about the application process.

**Outreach:**

How would you “grow” the program if you decided to do it again?

If you are named an award winner you will be asked to complete a visual presentation (i.e., story board, video with photos) and a short description of the program. Are you willing to complete that requirement? Who will complete this component?

What advice would you give to someone who was considering implementing a similar

program?

If you could share one AHA moment before, during or after the program that demonstrates success what would it be?

 Please feel free to provide the committee with any feedback or comments you may have

 concerning the application process.

Thank you for being an NEA-Retired member and standing for Public Education!

Good luck with your application for the “Spirit of Membership” Award! We are **ALL** winners when we work for kids and the employees of America’s public schools!

*Adopted by Committee, January 2022*