

**2025 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 *2025 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](mailto: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, 2024.**

**\*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.

*\*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 signing and submitting 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 signing and submitting 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.**

No pictures of letters were uploaded.

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.”

Each letter includes the writer’s signature (typed or handwritten), first and last name, 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 Headshot**

A high-resolution digital headshot (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 a social media platform.

**Nomination Deadline**

Nomination has been or will be submitted by **11:59 p.m. EDT on Monday, September 16, 2024.**

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](mailto:jyoung@nea.org).