



NEA-Retired “Spirit of Membership” Award Application

Complete all sections of this application, and submit online using this [Link to Online Submission](#), accessing the link on the NEA-Retired website:

<https://www.nea.org/professional-excellence/conferences-events/nea-retired-annual-meeting>. The submission deadline is April 15, 2025. All applications must be submitted by 5:00 PM on the day that they are due. All submissions must be completed online.

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: Describe what inspired or influenced the development of the program including issues or problems that were encountered.

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Development and Components of the Program:

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

1. What is the involvement of the stakeholders in the planning process?
2. What are the reasons that the program is relevant and sustainable?
3. What is the plan for sharing the program with the stakeholders?
4. What is the planning process that will include the involvement of using the media?

Goals:

What are the basic 2 - 4 goals which the program will achieve.

Plan Outline:

Include a timeline that provides a **stepby-step plan of action**. You may use this space or attach to the application.

Implementation of the Program:

How did the stated components address the scope and diversity of your program?

How were the collaborative partners involved and explain to what extent?

How did your work on this program build advocacy and membership among the members who participated in this project?

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Program Budget:

Include a copy of your budget. Please include the actual expenses that your program incurred.

Evaluation of your program:

Have you completed or are you in the process of completing your program?

How did you measure success in completing your program? **Make sure you address each of your goal areas.**

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

Outreach:

What would you do differently that would show the “growth” if you decide to complete the project again?

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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?

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
Revised October 30, 2024*