

**2026 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 all award requirements have been met. The checklist includes requirements that the committee scores and those related to eligibility. The checklist can be printed or used as a Microsoft Word fillable form.
* The *2026 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).
* The deadline to submit nominations is **11:59 p.m. ET on Tuesday, September 23, 2025**.
* 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 AND has been an NEA member for **at least three years as of December 31, 2025.**

**\*Personal Statement**

[ ]  The nominee wrote the Personal Statement. It was not written by another individual (i.e., an individual who nominated the member as part of the affiliate’s process).

[ ]  The Personal Statement demonstrates how the nominee has met or exceeded the following four criterion areas through specific examples of the nominee’s accomplishments and impact.

[ ]  Impact on students.

[ ] Impact on families and the community.

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

[ ]  Impact on colleagues.

[ ]  Responses demonstrate the nominee’s accomplishments and impact in each criterion area by describing what action was taken and what impact the action had.

[ ]  Responses take 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.?)

[ ]  Responses do not exceed **4,000 characters (including spaces) per criterion area**.

**\*Resume Questionnaire**

[ ]  The nominee wrote Resume Questionnaire. It was not written by another individual (i.e., an individual who nominated the member as part of the affiliate’s process).

[ ]  The Resume Questionnaire further demonstrates the nominee’s accomplishments 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.

[ ]  Responses do not exceed **4,000 characters (including spaces) per criterion area**.

**State President Acknowledgment**

[ ]  The state president has given you permission to electronically sign and submit the nomination on their behalf.

[ ]  The state president recognizes the individual outlined in the nomination as their affiliate's nominee.

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

[ ] The local president has also given you permission to electronically sign and submit the nomination on their behalf.

**\*Letters of Recommendation**

[ ]  **Three (3)** **letters** **(no more, no less)** have been uploaded as **PDF or Word 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 name and state.

**Digital Headshot**

[ ]  A high-resolution digital headshot (1200 x 1200 pixels or 1.4Mb in size and 300 dpi) in .JPG, .PNG, or .GIF 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, a picture of a picture, or a screenshot from a social media platform.

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.