

# Local Association Nomination Guidelines & Local Nomination Form for NJEA ESP Person of the Year Award 2011

**\* The NJEA statewide winner will receive: a specially designed “NJEA ESP of the Year” ring; a three-night/four-day trip to Orlando courtesy of *Radio Disney Philadelphia 640AM*; an engraved mantel clock; and will be NJEA’s nominee for the NEA ESP of the Year!**

NJEA will present the *ESP of the Year Award* to an NJEA member whose activities reflect the contributions of educational support professionals to public education. The purpose of the award is to recognize an individual who shows outstanding accomplishments in one or more of the following areas:

- 1** Involvement and activities in the association and how he or she has enhanced the image of educational support professionals.
- 2** Innovations to support the day-to-day education process.
- 3** Work responsibilities and professional achievements in his/her career classification or field.
- 4** Involvement in promoting public education in the community.
- 5** Enhancement of educational support professionals’ image in the association, worksite, and/or community.

An individual must be an NJEA member for three years as of Jan. 15 of the award year. The individual must be nominated by his/her county association through the county association’s adopted procedures.

Each county can submit one nominee through its ESP award system. A county award system is one developed by a county association that gathers nominations through local affiliates and selects one county-wide award recipient. Criteria for the county award are designed by the individual county and should not conflict with the state and national award’s criteria and purpose.

**Local associations** are encouraged to select a nominee and submit his/her name to their county association **no later** than **Friday, September 17, 2010**. Locals must complete a nomination form and provide a nomination statement to their county association. Also provide one letter of support and **no more than two** supporting documents that may assist in the evaluation of the nominee. **Nominees will not be considered if they are sent from their local association and not through their county association as per the NJEA Delegate Assembly selection process.** The county association will select one name, complete the nomination form, and return all to NJEA. **Only one nominee per county is accepted.**

## Application Process

Each nomination will be checked to ensure that it meets eligibility requirements. The NJEA ESP Committee will serve as the selection committee. The selection committee will not know any applicant’s personal identity, local or county, and will review applicants according to the criteria and purpose listed. The committee will forward the selected applications and recommendation to the NJEA president and/or Executive Committee.

**\* This award will be presented during the awards dinner at the annual NJEA ESP Conference.**

**Local Nomination Form for  
2011 NJEA Educational Support Professional of the Year Award**

Deadline for receipt of county submissions is **Sept. 17, 2010**.  
(Please check with your county association for its submission deadline date.)

**I hereby nominate the following person to receive the NJEA ESP Award  
to be presented at the 2011 NJEA ESP Conference.**

Nominee: \_\_\_\_\_ Local Assn: \_\_\_\_\_

Position\*: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_\_) \_\_\_\_\_

Cell phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE COMPLETE THIS FORM.**

Also, provide a nomination statement (guidelines listed below – sample attached),  
one letter of support, and no more than two supporting documents  
that may assist in the evaluation of the nominee.

**The individual signing this document must be a local president or local officer.**

Please mail or fax to your county office by **Sept. 17, 2010**.

Local Officer's name: \_\_\_\_\_

Local Officer's signature: \_\_\_\_\_

Local Association: \_\_\_\_\_

Contact for further information: \_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_\_) \_\_\_\_\_

Cell phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**ALL NOMINATIONS SUBMITTED TO COUNTY ASSOCIATIONS WILL BE EVALUATED BASED ON THE RESPONSES TO THE QUESTIONS ON THE NEXT PAGE.**

---

\* i.e. custodian/maintenance, driver, food service, guard, para-educator, secretary, security, etc.

**PLEASE PROVIDE RESPONSES TO THESE QUESTIONS:**

1. Describe the nominee's involvement and activities in the Association and how he/she has enhanced the image of ESPs.
2. What innovations has the nominee made to support the day-to-day educational process?
3. Describe the work-site responsibilities and professional achievements the nominee has made in his or her classification or field.
4. How has the nominee been involved in promoting public education in the community?
5. How has the nominee's activities enhanced the image of ESPs in his/her association, work site, and/or community?