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October 12, 2018

TO: Local Presidents

FROM: VEA Education Support Professionals Committee
Allison Batty, Chair; Naila Holmes, Staff Liaison

SUBJECT: 2019 Nominations for VEA Education Support Professional of the Year

We are pleased to provide you with the VEA ESP of the Year Awards Nomination Package. If you have not already done so, now is the time to consider whom you will nominate for the award.

Enclosed is a copy of the flyer and the nomination package which contains the nomination and selection procedure, submission guidelines, nomination and formatting guidelines, data sheet and the local affiliate acknowledgement form for the award. You will also find information and the nomination package on the VEA website at www.veanea.org/esp. The award will be presented at the 2019 VEA Delegate Assembly in Richmond, Virginia.

The deadline for submitting the nomination package is on or before 4:30 pm on January 11, 2019.

The ESP Committee will select a recipient based on the criteria described in the nomination package.

If you have questions or need additional information, please feel free to call us at 1-800-552-9554 or (804) 648-5801, extension 324 or 335.

Enclosures

c: VEA Board
UniServ Council Chairs
UniServ Directors
ESP Committee

Virginia Education Association Education Support Professional of the Year Award

Calling all Local Affiliates to nominate an ESP member who is actively engaged in their profession, Association and community.

- Purpose:** The **VEA Education Support Professional of the Year Award** recognizes the contributions that Education Support Professionals make toward their schools, communities and professions. The award is presented to a member of the VEA who demonstrates outstanding accomplishments and reflects the contributions of ESP to public education.
- Award:** Each year, one nominee receives the *VEA ESP of the Year Award*. The recipient would receive funding, to include travel and lodging, to attend the National ESP Conference. The winner will be recognized at the VEA Delegate Assembly. The winner will also receive a monetary gift of \$250.
- Deadline:** **All nominations must be received at VEA no later than 4:30 pm on January 11, 2019.**
- Questions:** Contact Naila Holmes, ESP Staff Liaison at 804-648-5801 or 800-552-9554 or email at nholmes@veanea.org.



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Nomination and Selection Procedure

- Nominations:** Each local may submit **only one nominee through an ESP award program.** A local ESP award program is defined as one developed by the local that solicits nominations and selects one award recipient.
- Eligibility:** All Education Support Professional members of a local affiliate who have been VEA members for at least **three years** as of January 11th of the award year are eligible. **Nominees must be an “active” member at the time of selection. Individuals must be nominated by their local through an ESP award program.**
- Selection:** All nominations must comply with the nomination guidelines. The ESP Committee will review all nominations to ensure that eligibility and submission requirements are met. The ESP Committee will forward its recommendation to the VEA President/Board of Directors for presentation at the Virginia Education Association Delegate Assembly.
- Notification:** The VEA Education Support Professional Award will be presented at the 2019 VEA Delegate Assembly.
- Criteria:** Nominations are judged according to the following five criteria: **Professional Practice; Member Advocacy and Association Involvement; Community Engagement; Personal Achievement; and Enhancement of ESP Image.** Based on the information, the ESP Committee members will rate nominees on a scale of 1 to 5 for each criterion, where ‘1’ represents minimal evidence of the criterion, and ‘5’ represents very strong evidence of the criterion.

SUBMISSION GUIDELINES:

1. The nomination package **must** be typed. **Handwritten** documents will **NOT** be accepted.
2. Do **NOT** include covers, photos of the nominee, articles or news clippings about the nominee, any other materials not specified in these guidelines.
3. Include **ONLY** the materials requested in these guidelines.
4. **The complete nomination package must be emailed as a Microsoft Word document to nholmes@veanea.org.** Hard copies and faxed copies will not be accepted.
5. **The complete nomination package must be received at VEA via email no later than 4:30 pm on January 11, 2019.**

Nominations that do not conform to deadlines and format specifications **will be disqualified.**
All nomination applications will be saved in file at VEA for one (1) year.

*The ESP Committee and staff liaison will assist the VEA ESP of the Year award winner to apply to the NEA ESP of the Year nomination.

VEA ESP of the Year Award Nomination and Formatting Guidelines

Nomination packet must include all of the materials listed below.

Data Sheet

(Limit 1-page maximum, 12-point font, Must use provided form. Handwritten data sheets will not be accepted.)

Local Affiliate Acknowledgement Form

(Limit 1-page maximum, 12-point font, Must use provided form. Must be signed by the local president. Handwritten forms will not be accepted.)

Nominee Statement

(Limit 5-page maximum, 12-point font, double-spaced, one-inch margins on all sides)

Each criterion must be clearly labeled with the corresponding criterion heading to aid the Selection Committee with their review. Must give specific examples of achievement in each of the five criterion areas and must provide examples of how the nominee goes above and beyond the roles and responsibilities of his/her job description.

- ❖ **Professional Practice:** Worksite responsibilities and professional achievements the nominee has made in his/her field; must include at least one example of how the nominee has directly impacted student success in his/her school or worksite.
- ❖ **Member Advocacy and Association Involvement:** Evidence of leadership, creativity and innovation in advocating for members, for the profession and for public education; evidence of involvement in NEA or its affiliates and how that involvement contributes to professional success; evidence that the nominee engages in member recruitment activities and encourages fellow members to be more active.
- ❖ **Community Engagement:** Details on how the nominee is involved in promoting public education within the community through charitable projects and activities and examples of how that involvement has benefited students, families and other members.
- ❖ **Personal Achievement:** A description of the nominee's personal and/or professional goals; what they have done or are doing to meet these goals; how his/her growth and goals benefit students, members and/or families or the larger community; and advice they would give to a colleague entering the profession.
- ❖ **Enhancement of ESP Image:** Details of how the nominee's activities have enhanced the image of Education Support Professionals at the worksite, in the Association and in the community.

Letters of Recommendation

(Must include three letters (no more or no less than 3), Limit 2-page maximum for each letter, double-spaced, 12-point font, one-inch margins on all sides, Handwritten letters will not be accepted.)

Letters of recommendation **must** answer the question, "Why does this nominee deserve the 2019 VEA ESP of the Year Award?" through specific examples of accomplishments related to the Nominee Statement criteria (i.e., professional practice; member advocacy and association involvement; community engagement; personal achievement; and enhancement of ESP image). The letters **must** also provide examples of how the nominee goes above and beyond the roles and responsibilities of his/her job description.

The letters should be from those who know the nominee well. One letter must come from someone at the nominee's worksite, one must be from an individual at the nominee's local (such as elected leaders, members or staff) and one must be from an individual in the nominee's community (such as current or former students, parents of students, community members, etc.). Letters must note how long the writer has known the nominee and in what capacity the writer can comment on the nominee's accomplishments.

2019 VEA ESP of the Year Award DATA SHEET

This form must be used to provide nominee and affiliate information.

NOMINEE INFORMATION

Nominee: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Mobile Phone: _____ Alternate Phone: _____

Home E-mail: _____

Job Title: _____

NEA Career Family (check all that apply)

<input type="checkbox"/> Clerical Services	<input type="checkbox"/> Health/Student Services	<input type="checkbox"/> Skilled Trades
<input type="checkbox"/> Custodial/Maintenance	<input type="checkbox"/> Paraeducators	<input type="checkbox"/> Technical Services
<input type="checkbox"/> Food Services	<input type="checkbox"/> Security Services	<input type="checkbox"/> Transportation Services

School/Worksite: _____ District: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Work Email: _____

Number of Years VEA/NEA Member: _____

LOCAL AFFILIATE INFORMATION

President: _____

Affiliate Name: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

The deadline is on or before 4:30 pm on January 11, 2019.

2019 VEA ESP of the Year Award LOCAL AFFILIATE ACKNOWLEDGEMENT FORM

This form must be used to provide nominee and affiliate information.

The _____ nominates
Affiliate Name

Nominee Name

for the 2019 VEA ESP of the Year Award. The nominee is a current ESP member and has been a member for at least three years as of January 11, 2019.

Local President Name

Local President Signature (may be signed electronically)

Date

Virginia Education Support Professional Of The Year

Recognizing the contributions of Education Support Professionals to their schools, communities, and professions.



Calling all Local Affiliates to nominate an ESP member who is actively engaged in their profession, Association and community. The nominee should demonstrate involvement in each of the five (5) criteria:

- Professional Practice
- Member Advocacy and Association Involvement
- Community Engagement
- Personal Achievement
- Enhancement of ESP Image

Nominees must be an “active” member for three years as of January 12th of the award year as well as at the time of selection as their local nominee. **Submit the nomination package as a Microsoft Word document via email to VEA no later than 4:30 pm on January 11, 2019.** The nomination formatting and guidelines are available on the VEA website at www.veanea.org/esp.

Send your nomination package to:

Naila Holmes, Staff Liaison
nholmes@veanea.org

Attention: VEA Education Support Professional Of The Year

