



# Education Support Professionals

## GAE Annie Hutchison ESP of the Year Award

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The NEA Education Support Professional Award, enacted by the NEA Representative Assembly, is an annual special award to recognize the contributions of Education Support Professional to their schools and communities. Education Support Professionals (ESP) members are actively involved in the Association - in political action; community organizations; and school restructuring efforts - as partners with their teacher colleagues.

The Georgia Association of Educators values the importance of ESP and recognizes the GAE ESP of the Year is recognized at the GAE Representative Assembly and then becomes the GAE nominee for the NEA ESP of the Year Award.

NEA will present the ESP Award to an NEA member at the NEA ESP Conference, whose activities reflect the contributions of ESP to Public Education.

The purpose of the award is to recognize an individual who shows outstanding accomplishments in the following areas:

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

*All sections of this packet must be completed. Failure to complete all sections will disqualify nominee.*

## ESP of the Year Award Instructions

This section shall serve as support in completing the attached form. This packet has been modified from previous years and now has three sections. The sections include; 1) Data Sheet, 2) Nomination Form and 3) Letters of Endorsement. Each section will be described below.

### **Data Sheet:**

All nominee information must be completed.

There are five (5) entities that may submit a nomination for ESP of the year. 1) A local affiliate 2) The GAE Governing Board (Board of Directors) 3) Any GAE State Committee 4) Any GAE Governing District (District 1-4) 5) A Petition of at least 20 GAE members (must have petition with names and signature of 20 GAE members; identify petition spokesperson and they should sign DATA Sheet as nominator with petition attached to packet. One of these options must be selected and signature of individual included in area noted. If submitted as Petition then the petition must be included as noted above, including signature on Data Sheet page.

### **Nomination Form:**

A nomination must be submitted including all the information indicated on the Nomination Form page. It must be signed by the chairperson of the nominating group.

It is helpful to the GAE ESP of the Year Awards Committee to have each section identified; •1) Professional Practice 2) Advocacy and Association Involvement 3) Community Engagement 4) Personal Achievement and 5) Enhancement of ESP Image.

### **Letters of Endorsement:**

Letters of Endorsement may be submitted from numerous sources. These include; nominee's local affiliate president, colleagues, current or former students, parents, or community members may write letters of endorsement.

Letters must note how long the writer has known the nominee and in what capacity the writer is able to comment on the nominee's professional work.

Letters of Endorsement are limited to three (3) submissions. Each Letter of Endorsement is limited to two-pages maximum; double-spaced; 12-point font; one inch margin on all sides.

### **Checklist:**

Data Sheet

- All sections completed
- Method of nomination checked (choose one)
- Nominator's printed name and signature included

### **Nomination Form:**

- Includes five required sections
- Sign by chairperson of nominating group

### **Letters of Endorsement:**

- No more than (3) three Letters of Endorsements included
- Each Letter of Endorsement signed

All sections of packet completed as described above and sent by deadline date via US Mail to:

GAE ESP Awards Committee  
c/o GAE Executive Director's Office  
100 Crescent Centre Pkwy. Suite 500, Tucker, GA 30084  
All Nominations must be mailed and postmarked no later than February 3, 2018



# GAE Annie Hutchison ESP of the Year Award

## DATA SHEET

### NOMINEE INFORMATION

Nominee: \_\_\_\_\_ Social Security: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

School/Worksite: \_\_\_\_\_ District: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Job Title: \_\_\_\_\_

Subject(s): \_\_\_\_\_ Number of Years NEA Member \_\_\_\_\_

**All sections of packet must be completed.** Attach a signed letter from the chairperson of the body nominating the person. In the event of nomination by petition, attach a copy of the petition and identify the spokesperson for the group as the "nominator" below. Additional supporting documents are optional.

This nomination is made by:

\_\_\_\_ Local Association (Name \_\_\_\_\_)

\_\_\_\_ GAE District (Number \_\_\_\_\_)

\_\_\_\_ GAE Governing Board

\_\_\_\_ Petition of 20 GAE members

\_\_\_\_ GAE State Committee (Name \_\_\_\_\_)

(Attach Petition)

The person signing this nomination form must be the official representative of the nominating group.

Nominator Signature: \_\_\_\_\_

### LOCAL AFFILIATE INFORMATION

President: \_\_\_\_\_

Affiliate Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Has Award Nominee been notified of this submission? \_\_\_\_ Yes \_\_\_\_ No

Mail this form with any attachments to:  
GAE ESP Awards Committee  
c/o GAE Executive Director's Office  
100 Crescent Centre Pkwy, Suite 500, Tucker, GA 30084  
All Nominations must be mailed and postmarked no later than February 3, 2018.

*Georgia Association of Educators-ESP of Year Award Nomination Form*

**GAE Annie Hutchison ESP of the Year  
Nomination Form**  
(Continued)

*Your nominee will be considered based on the contents within this nomination form, so please research and give your ESP the time and consideration they deserve. Additional informational may be provided but these five questions “must” be answered.*

**A SIGNED LETTER IS TO BE SUBMITTED BY THE CHAIRPERSON OF THE NOMINATING GROUP. ALL QUESTIONS LISTED BELOW MUST BE ANSWERED ON THE “NOMINATIONS FORM (LETTER)”. NOMINATIONS THAT DO NOT CONFORM TO THESE SPECIFICATIONS WILL BE DISQUALIFIED. IF NEEDED, PLEASE ATTACH ADDITIONAL PAGES FOR YOUR RESPONSE.**

- 1. Professional Practice:** Describe the worksite responsibilities and personal achievements the nominee has made in his/her classification or field. How has the nominee demonstrated leadership, creativity, and innovation at the worksite? How has the nominee’s professional growth made a difference for the school, the students, and community?
- 2. Advocacy and Association Involvement:** In what ways does the nominee serve as an advocate in the day-to-day educational process, for members, for the profession, and for public education? How has the nominee’s involvement in the National Education Association or NEA affiliate(s) contributed to his/her success as a professional? How would the nominee persuade a new colleague to join or become more active in the Association?
- 3. Community Engagement:** Specify in detail how the nominee has been involved in promoting public education in the community. In what other ways is the nominee involved in community activities/projects? *Identify the community project(s) the nominee, if named the awardee by NEA, will select to receive one-half of the monetary award and indicate why the project(s) was selected.*
- 4. Personal Achievement:** How has involvement in Association and community activities enabled the nominee to meet his/her own personal goals? What advice would the nominee give to someone entering the profession?
- 5. Enhancement of ESP Image:** Describe in detail how the nominee’s activities have enhanced the image of Educational Support Professionals at the worksite, in the Association, and in the community.

# LETTER OF ENDORSEMENT

(3)

The nominee's local affiliate president, colleagues, current or former students, parents, or community members may write letters of endorsement. Letters must note how long the writer has known the nominee and in what capacity the writer is able to comment on the nominee's professional work.

The Nominee will be considered based on the below involvement. Letter's of Endorsement should reflect the Nominee's activities in these areas.

1. **Professional Practice:** Describe the worksite responsibilities and personal achievements the nominee has made in his/her classification or field. How has the nominee demonstrated leadership, creativity, and innovation at the worksite? How has the nominee's professional growth made a difference for the school, the students, and community?
2. **Advocacy and Association Involvement:** In what ways does the nominee serve as an advocate in the day-to-day educational process, for members, for the profession, and for public education? How has the nominee's involvement in the National Education Association or NEA affiliate(s) contributed to his/her success as a professional? How would the nominee persuade a new colleague to join or become more active in the Association?
3. **Community Engagement:** Specify in detail how the nominee has been involved in promoting public education in the community. In what other ways is the nominee involved in community activities/projects? *Identify the community project(s) the nominee, if named the awardee by NEA, will select to receive one-half of the monetary award and indicate why the project(s) was selected.*
4. **Personal Achievement:** How has involvement in Association and community activities enabled the nominee to meet his/her own personal goals? What advice would the nominee give to someone entering the profession?
5. **Enhancement of ESP Image:** Describe in detail how the nominee's activities have enhanced the image of Educational Support Professionals at the worksite, in the Association, and in the community.

**Maximum of three letters; two-page maximum for each letter; double-spaced; 12-point font; one inch margin on all sides.**