



Delaware State Education Association  
**Standing Strong for Student Success**

## **Delaware State Education Association Individual Award Nomination Form**

*Anyone wishing to nominate an individual for a DSEA Award must complete this form. All application packages must be received in the DSEA Dover Office, 136 East Water Street, Dover, DE 19901 no later than 5:00 p.m. on February 1. Should February 1 fall on a weekend, the nomination package would be due by 5:00 p.m. on the preceding Friday. All Awards will be presented upon the approval of the DSEA Executive Board. (Revised 3/10)*

**Title of Award** \_\_\_\_\_

**Name of Nominee** \_\_\_\_\_

**Nominee's School District** \_\_\_\_\_

**Nominee's Worksite/Address** \_\_\_\_\_

**Nominee's Home Address:** \_\_\_\_\_

**Nominee's Home Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Names of Members or Association**

**Nominating:** \_\_\_\_\_

Referring to specific incidences and attaching any supporting documentation as appropriate, please indicate how the nominee meets the criteria and award requirements.

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**Signature of Nominator:** \_\_\_\_\_

**Date Nomination Submitted (must follow Award Guidelines)** \_\_\_\_\_



## **EDUCATIONAL SUPPORT PROFESSIONAL AWARD**

### **Purpose of Award**

The Delaware State Education Association (DSEA) may present the Educational Support Professional Award to a DSEA member whose activities reflect the contributions of educational support professionals to public education. All DSEA ESP members (Bus Drivers, Custodians, Food Service Workers, Paraprofessionals, and Secretaries) are eligible for nomination.

### **Criteria**

The ESP Award Task Force will base its selection on the following criteria:

- ◆ The recipient must promote a positive support professional image within the work site, local association, and community.
- ◆ The recipient must demonstrate strong involvement within the local and state association.
- ◆ The recipient must show personal involvement in education (e.g., in schools, beyond school day).
- ◆ The recipient must show achievement in their classification.
- ◆ The award winner will be asked to be an ambassador for DSEA by joining the ESP Award Task Force and assisting with ESP issues throughout the year.

## **Eligibility**

- ◆ Individuals must have been a member of DSEA for three years as of October 15 prior to the award year.
- ◆ Individuals may be nominated by a fellow member of DSEA, by a local association, or may nominate themselves.
- ◆ Individuals must be recognized by others as an outstanding leader in their field.

## **Recognition**

- ◆ The recipient will receive a plaque and recognition at the DSEA Celebration of Leadership event held during the DSEA Representative Assembly.
- ◆ The recipient will be honored at various DSEA events and recognized for his/her accomplishment in *ACTION* and on the DSEA website.
- ◆ The recipient's school district will be notified of the award.
- ◆ The recipient will receive a \$250 honorarium.
- ◆ Delaware's award winner will be submitted to the National Education Association for nomination of the NEA ESP of the Year Award and also attend, at DSEA's expense, the NEA ESP Conference held in the spring of each year. The attached questions will prepare the recipient of this award for the NEA ESP nomination process.

## **Award Requirements**

- ◆ The DSEA Award Nomination Form must be completed and submitted to the DSEA Dover Office by February 1.
- ◆ Individuals must submit a letter of recommendation from an officer of the nominee's local association.
- ◆ If applicable, include supporting documents such as pictures, letters of recommendation, newspaper articles, etc. Documents presented for consideration must show evidence of meeting the criteria.
- ◆ Individuals must be willing to participate in an interview with the ESP Awards Task Force.

## *Nomination Form*

### *DSEA ESP Award Application*

*Please provide a written response to the following question:*

- 1. Describe the nominee's involvement and activities in the Association and how she/he has enhanced the image of Education Support Professionals.**

### *DSEA ESP Award Interview Questions*

- 1. Describe the worksite responsibilities and personal achievements the nominee has made in his or her classification or field.**
- 2. What innovations has the nominee made to support the day-to-day educational process?**
- 3. How have the nominee's activities enhanced the image of Education Support Professionals in their workplace?**
- 4. Specify in detail how the nominee has been involved in promoting public education in the community.**