

**DSEA Human and Civil Rights Awards 2021
Nomination Form**

Do you know someone who always goes the extra mile? Someone who always helps out their community, organization, school, etc? If so, now is the chance to let others know how valuable that person is to others!

Through DSEA’s Human and Civil Rights Task Force, two Delawareans are honored – one DSEA member and one individual outside of the organization – for outstanding achievements in Human and Civil Rights. (Previous HCR Award winners are excluded.)

Any DSEA member, organization or member of the general public is invited to nominate such a person by filling out the information below and including a **portfolio** of the nominee’s achievements.

Please type or print clearly on the form.

Name of Nominee _____

Address of nominee _____

City _____ State _____ Zip _____ Phone _____

Place of employment _____

DSEA Member? ___ Yes / ___ No

If Yes, name of Local Association _____

Nominator’s name: _____

Nominator’s organization, school or address _____

Nominator’s phone number and email address _____

Award: The presentation of a plaque will be made as part of the virtual DSEA Human & Civil Rights Awards celebration. This event will take place in May of 2021, with the specific date and time to be determined.

Eligibility: Any individual may be nominated for this award. There shall be no time limit placed upon the period within which specific accomplishments were made. The criteria for selecting the award winner, however, demands that such contributions be of sufficient quality and importance as to cause the award to be viewed with respect and high esteem. (Previous HCR Award winners are excluded.)

Please see reverse for Portfolio guidelines.

Deadline: 4:00 p.m. March 31, 2021

Please deliver this completed form with the **portfolio** to either DSEA Office:

- 136 E. Water St., Dover, DE 19901 (1-866-734-5834) *or*
- 4135 Ogletown-Stanton Road, Newark, DE 19713 (302-366-8440)

If you have any questions, please contact Julie MacNeill at Julie.MacNeill@dsea.org or (866) 734-5834 x251.



Portfolio Guidelines:

1. For each nominee, nominators may submit supporting materials of up to 20 single-sided; or 10 double-sided pages; in a 3-ring notebook. The resume, nomination forms, and photo must also be in the 3-ring binder, but are not counted as part of the supporting materials. Binder dividers count as pages towards the supporting materials, if there is text or images on the divider page.
2. All materials must be typewritten, and the font size must be 12 points, Times New Roman.
3. Nominators must submit a current 8" x 10" professional quality photograph of the nominee with his or her name written on the back. If all you have is a scanned or computer photo, it's okay to send that. The photo is not counted as part of your 20 pages of supporting materials.
4. Nominators may submit a resume for the nominee or organization. It may be up to 4 pages in Times New Roman 12 point font. An organization's information may include a fact sheet, history, and/or background information. The resume is not counted as part of the 20 pages of supporting materials.
5. All additional supporting materials must relate to the specific awards criteria for which the individual, association, or organization is being nominated.
6. Appropriate supporting materials may include newspaper, newsletter, and magazine articles; printed programs; up to 3 pages of certificates and/or citations; up to 3 letters of support (must be typewritten unless submitted by a student); photographs; and similar materials. Do not send bulky items such as trophies, plaques, mounted certificates, videotapes, or audiotapes; however, the submission may include one CD or DVD, no longer than 15 minutes in length, as an example of the nominee's work. If a newspaper, newsletter, magazine articles, et al. are submitted in the binder, each page counts toward your 20 pages; unless the item is placed in a protective sleeve cover, then only the front and back would be read and counted.

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