

NEA ESP OF THE YEAR AWARD

OVERVIEW

- Purpose:** The **National Education Association (NEA) Education Support Professional (ESP) 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 NEA who demonstrates outstanding accomplishments and reflects the contributions of ESP to public education. The award is presented jointly by the NEA and NEA Member Benefits.
- Award:** Each year, one nominee receives the **NEA ESP of the Year Award**, which includes all-expense paid travel to that year's NEA ESP National Conference and a \$10,000 personal cash prize. NEA Member Benefits presents the monetary award. The winner will also be invited to address that year's NEA Representative Assembly and attend the following year's NEA ESP Conference. Expenses for these activities are paid for by NEA.
- Eligibility:** All current ESP members of an NEA local affiliate or bargaining unit who have been NEA members for at least **three years** as of December 31, 2017 and who are currently active are eligible. Individuals must be nominated by their state affiliate through a state ESP award program or by their local association if a state award program does not exist.
- Nominations:** State Affiliates: Each state affiliate may submit **only one nominee through its state ESP award program**. A state ESP award program is defined as one developed by a state affiliate that solicits nominations from local affiliates and then selects one statewide award nominee. Criteria for the state award may be designed by the individual state affiliate but must not conflict with the national award's criteria and purpose.
- Local Affiliates: If a state affiliate does not have an ESP award program in place, then local affiliates may submit **only one nomination directly to NEA**. Local affiliates are encouraged to send a copy of their nominations to the state affiliate.
- A Sample Nomination Package is available to assist in the preparation of the nomination package. It should only be used for assistance with formatting and layout purposes.
- Selection/Criteria:** The NEA ESP of the Year Selection Committee will review all nominations to ensure that eligibility and submission requirements are met. They will also score the nomination per the 5 ESP of the Year criteria. Nominations will be rated 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. The total maximum number of points a nominee can receive is 25.

Nominee Statement, Resume, and Letters of Recommendation Criteria (25 points)

- Professional Practice (5 points)
- Member Advocacy and Association Involvement (5 points)
- Community Engagement (5 points)
- Personal Achievement (5 points)
- Enhancement of ESP Image (5 points)

The NEA ESP of the Year Selection Committee will forward its recommendation to the NEA president who will then present the recommendation to the NEA Executive Committee for consideration and action.

Disqualification:

Nominations will be automatically disqualified if:

1. the State Affiliate Acknowledgment Form is not signed by the affiliate president;
2. the nomination is received after the deadline;
3. the nomination does not adhere to the formatting and submission guidelines;
4. the nomination does not include all the required materials; or,
5. the nomination includes handwritten documents, clippings, news articles or photos (other than the required promotional photo).

Notification:

The NEA ESP of the Year Award recipient will remain confidential until the 2018 NEA ESP National Conference, which takes place March 23-25 in Orlando, Florida. The award will be presented to the winner during the ESP of the Year Awards banquet on Saturday, March 24. Each nominee is invited to attend the conference in its entirety. NEA will pay for all expenses. In addition, each nominee will receive one complimentary guest ticket for the awards banquet.

Questions:

Contact Lisa Connor (Lconnor@nea.org / (202) 822-7529) or Jennie Young (Jyoung@nea.org / (202) 822-7481)

All forms are available electronically at www.nea.org/espoty

NOMINATION DEADLINE:

Must be received at NEA Headquarters by 5:00 p.m. EST on Friday, December 8, 2017