



## **Education Support Professionals Award Nomination Form**

*Anyone wishing to nominate an individual for a USEA Award must complete this form. All application packages must be received in the USEA Office, PO Box 241, Roy, UT 84067 no later than March 22<sup>nd</sup>, via USPS or email: [sfoster@useaut.org](mailto:sfoster@useaut.org). All Awards will be presented upon the approval of the USEA Executive Board. (Revised 3/2024)*

### **Purpose of Award**

The Utah School Employees Association (USEA) may present the Educational Support Professional Award to a USEA member whose activities reflect the contributions of educational support professionals to public education. All USEA members are eligible for nomination.

### **Criteria**

The Award Committee 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 USEA and assisting with ESP issues throughout the year.

### **Eligibility**

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

### **Recognition**

- ◆ The recipients will receive a plaque and recognition at the USEA Awards Ceremony.
- ◆ The recipients will be recognized for his/her accomplishment in the USEA Matters and on the USEA website.
- ◆ The recipient's school district will be notified of the award.
- ◆ USEA's ESP award winner (selected from the career family recipients) will be submitted to the National Education Association for nomination of the NEA ESP of the Year Award and also attend,

at USEA's expense, the NEA ESP Conference held in the spring of each year and be nominated for the Utah URISE Award.

**Award Requirements**

- ◆ The USEA Award Nomination Form must be completed and submitted to the USEA Office by March 1.
- ◆ Local Executive Board to submit of letter of support for the nominee.
- ◆ 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 Awards Committee.

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**USEA Award Application**

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

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

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

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

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

Career Family \_\_\_\_\_

Name of Member Nominating: \_\_\_\_\_

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

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

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

### *USEA Award Interview Questions*

*These are questions that will be asked during a personal interview with the Awards Committee*

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.