



Utah
School
Employees
Association

PO Box 241
Roy, Utah 84067
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Web Site: www.useautah.org

Michael Evans, President
Greg Burrow, Interim Executive Director

Honorary Award

Purpose: The Utah School Employees Association (USEA) Honorary Award recognizes the contributions of individuals who have demonstrated exemplary respect for, and dedication to Education Support Professionals (ESPs). This award is presented annually to an individual who demonstrates outstanding accomplishments and dedication to advancing the contributions of ESPs to public education and student success.

Award: Each spring, one nominee will receive recognition and a plaque at the annual USEA Awards Banquet and will receive recognition on the USEA website and social media platforms.

Eligibility: Any individual that is not an Education Support Professional and/or an active USEA member that has demonstrated exemplary respect for, and dedication to ESPs.

Deadline: All nominations must be completed and **submitted to USEA by 11:59 p.m. MST on March 1, 2025.** Nominations submitted after this date will not be considered for the award. Email is the preferred method for submission.

How to Submit Nominations:

Mail to:

USEA Awards Committee

PO Box 241

Roy, UT 84067

Email to:

membership@useautah.org

Subject: Honorary Award

For Questions Contact: Mike Evans

Email: mevans@useautah.org

Nomination and Selection Procedure

Nominations: Nominations must be submitted by the DEADLINE and must be submitted on the approved nomination form with signatures of the nominator and the Local/State President, Vice President or Secretary Treasurer.

Selection Process: The USEA Awards Committee shall consider all nominations received by the deadline. The committee will use the criteria below to score nominees. The committee may contact the nominator for further information if needed to determine finalists. The committee shall be the final judge for selecting a recipient.

Award Criteria: The USEA Awards Committee will base its selection on the following criteria:

- **Professional Practice:** Specific actions that demonstrate commitment to a professional management approach in attracting, retaining, and developing a cooperative team of motivated and productive ESPs.
- **Partnership:** Specific actions that demonstrate leadership and awareness of the ESPs role in student success.
- **Commitment:** Specific actions that demonstrate exemplary respect for, and dedication to, ESPs within the workplace and/or district.
- **Personal Practice:** Specific actions that demonstrate distinctive leadership and development of teamwork with ESPs within the educational family.
- **Elevating ESP Careers:** Specific actions that demonstrate how the nominee has promoted an environment where ESPs are recognized as respected essential partners in student success and are trusted partners in creating healthy and safe public schools.

Notification: Honorary Award recipients will be announced at the annual USEA Awards Banquet. Recipients of the award will be invited to attend the banquet with a guest at the expense of USEA.

Submittal Requirements: Nominations must be complete and **submitted to USEA by 11:59 p.m. MST on March 1, 2025**. Nominations received after this date will not be considered for the award. A complete nomination package shall include the following award requirements:

- A complete Nomination Form, including the:
 - Nominee Information
 - Nominator Information
 - Local/State Leader Information
 - Signatures of the nominator and a Local/State Leader
- Supporting documentation highlighting the specific actions that provide evidence of meeting the award criteria. Supporting documentation may include:
 - Letters of recommendation
 - Written statements (must be typed, not handwritten)
 - Any other supporting documentation that shows evidence of meeting the award criteria.



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**USEA Honorary Award
Nomination Form**

Deadline: March 1, 2025

Please use this form to submit the nomination. Failure to provide all requested information, including signatures, by the deadline will result in disqualification. Handwritten sheets will NOT be accepted.

NOMINEE INFORMATION

Name:	
Address:	
Phone Number:	Email:
Position/Title:	District:

NOMINATOR INFORMATION

Name:	
Address:	
Phone Number:	Email:
District:	

LOCAL/STATE LEADER INFORMATION

Name:	
Address:	
Phone Number:	Email:
Position:	District:

Signature of Nominator

Signature of Local/State Leader