



Utah
School
Employees
Association

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Michael Evans, President
Greg Burrow, Interim Executive Director

Scroll of Honor Award

Purpose: The Utah School Employees Association (USEA) Scroll of Honor Award recognizes the contributions of individuals who have demonstrated exemplary service, respect for, and dedication to Education Support Professionals (ESPs) in Utah and/or the nation. 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: The recipients will receive recognition and a plaque at the annual USEA Awards Banquet. Recipients' names will be engraved on the Scroll of Honor plaque that is housed with USEA and will receive recognition on the USEA website and social media platforms.

Eligibility: Any individual that is a current a current USEA member who has served or is serving as a local or state level President, Vice President, Secretary Treasurer, or Board of Director or is an employee of USEA.

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@useaut.org
Subject: Scroll of Honor Award

For Questions Contact: Mike Evans
Email: mevans@useaut.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 submit to the USEA Executive Board a list of finalists to receive the award. Final judging will be conducted by the USEA Executive.

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

- **Excellence in Service:** Specific actions that demonstrate outstanding contributions, commitment, and dedication to ESPs within the state of Utah and/or the nation.
- **Leadership Qualities:** Specific actions that demonstrate the ability to inspire and lead others, fostering teamwork and collaboration.
- **Innovation:** Specific actions that demonstrate the original ideas or approaches that have positively impacted ESPs within the state of Utah and/or nation.
- **Commitment to Values:** Specific actions from the nominee that align with USEAs Governing Principles.
- **Longevity of Service:** Recognizes the duration and consistency of the nominee's involvement, showcasing a sustained commitment over time.
- **Personal Growth:** Specific actions that recognize the nominee's journey of personal and professional development, including overcoming challenges and pursuing opportunities.
- **Peer Recognition:** Includes testimonials or recommendations from colleagues and or members of USEA highlighting the nominee's impact and character.

Notification: Each Scroll of Honor Award recipient 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 Scroll of Honor 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:	District:
Eligible positions: State or Local President, Vice President, Secretary/Treasurer, Board of Directors, or any current or former employee of USEA.	

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