



**UTAH
SCHOOL
EMPLOYEES
ASSOCIATION**

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Jason Lewis, President
Tim Bell, Executive Director

USEA SCROLL OF HONOR AWARD

Purpose: The **USEA SCROLL OF HONOR** is awarded to individuals who have performed an outstanding service and/or demonstrated exemplary respect for and dedication to the cause of Education Support Professionals (“ESPs”) in the state of Utah and/or the nation.

Award: Each year, one award is available. The USEA Board and Presidency are not required to grant a Scroll of Honor Award in any one year, but not more than one Scroll of Honor Award may be presented in any one year.

The Scroll of Honor Award may only be awarded at Delegate Conference. The recipient shall be presented with a plaque that includes, but is not limited to, the year and the following language: “In recognition of outstanding service to classified school employees.”

The names of Scroll of Honor recipients shall be engraved on the Scroll of Honor plaque in the Executive Board Room at the Utah School Employees Association offices. Recipients shall be invited to attend Delegate Conferences as guests. Recipients shall be sent all subsequent newsletters and brief published by USEA.

Eligibility: Nominees may or may not be members of the Utah School Employees Association

Deadline: All nominations must be **received** by the USEA no later than 4:00pm, Mountain Time, on **March 1**. If March 1 falls on a Saturday or Sunday, the deadline shall be extended to 4:00pm, Mountain Time, on the following Monday. Nominations received after the deadline will be disqualified.

Nominations must be submitted by a USEA Executive Board Member. E-mail is preferred but hard copies are accepted. **Faxed copies will not be accepted.**

Nomination and Selection Procedure

Nominations: Nominations must be submitted by a USEA Board Member, at a USEA Board Meeting, and must be submitted on the approved nomination form with signatures of both the local affiliate president and the USEA Board Member submitting the nomination.

Selection: All nominations must comply with the nomination guidelines and will be judged on the strength of services listed on the nomination form.

Final judging will be conducted by the USEA Executive Board. The Board shall consider all nominations and may approve nominees by a 2/3 majority. If the Board approves more than one nominee, the USEA Presidency shall unanimously agree upon one recipient.

Notification: The Scroll of Honor recipient will be announced at the annual USEA Delegate Conference.

Submittal requirements: Nominations are limited to three (3) pages; the Nomination Form is Page 1 and the Reasons for Nomination sheet is Page 2. Both sheets are attached and information should be entered using a 12-point font- handwritten information, other than signatures, is NOT allowed.

Remember that both the USEA Board Member making the nomination and the local president must sign at the bottom of the Reasons for Nomination sheet.

Nominations that do not comply with the guidelines, as well as late, incomplete, handwritten or faxed nominations, will be disqualified



**USEA SCROLL of HONOR
NOMINATION FORM
NOMINEE DATA SHEET**

DEADLINE: MARCH 1st

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:	_____	
District:	_____	Position: _____
Work Location:	_____	
Home Address:	_____	
Phone:	_____	Email: _____

Member Name:	_____	
Position:	<u>USEA BOARD MEMBER</u>	Area: _____
District:	_____	
Home Address:	_____	
Phone:	_____	Email: _____

REASONS FOR NOMINATION

(Maximum 2 pages, double-spaced with 1 inch margins on all sides)

Describe how this nominee has performed a service and/or demonstrated exemplary respect for, and dedication to, the cause of Education Support Professionals in Utah and/or the nation.

Signature of USEA Board Member

Signature of local president