

TSTA RONNIE RAY ESP ADVOCATE OF THE YEAR AWARD

NOMINATION DEADLINE:
Must Be Received by TSTA: September 30

NOMINATION GUIDELINES

- Purpose:** The **TSTA Ronnie Ray ESP Advocate of the Year Award** recognizes the contributions of Education Support Professionals to their schools, communities, and profession. The award is presented to annually to one TSTA/NEA member who demonstrates outstanding accomplishments and reflects the contributions of ESP's to public education.
- Award:** The individual selected to receive the **TSTA Ronnie Ray ESP Advocate of the Year Award** will be presented the award at TSTA's annual convention..
- The individual selected will also become the TSTA nominee for the **NEA ESP of the Year Award**. Thus, the nomination forms follow the NEA format. The NEA award, which includes a monetary award, is presented at the NEA Education Support Professional National Conference. [Note: **One-half of the monetary award is for a community project of the recipient's choice, which must be identified on the nomination form.**]
- Eligibility:** Nominees must have been a TSTA member for **three years** as of January 15 of the award year. Individuals may be nominated by a TSTA Region or Local Association. Only one application per affiliate is permitted.
- Deadline:** **Nominations are due at TSTA no later than 5:00 p.m. on September 30th.**
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NOMINATION AND SELECTION PROCEDURE

- Nominations:** Each TSTA Region or Local Affiliate may submit **only one nomination**.
- Selection:** All nominations must comply with the nomination guidelines. The TSTA Ronnie Ray ESP of the Year Award Committee will review all nominations to ensure that eligibility and submission requirements are met. The Selection Committee will forward its recommendation to the TSTA President for presentation to the TSTA Board of Directors.
- Criteria:** Nominations are judged according to the criteria listed below. Selection Committee members rate nominees 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.

**ALL QUESTIONS LISTED BELOW MUST BE ANSWERED ON THE
"NOMINATION LETTER." NOMINATIONS THAT DO NOT CONFORM TO
THESE SPECIFICATIONS MAY BE DISQUALIFIED.**

1. **Professional Practice:** Describe the worksite responsibilities and personal achievements the nominee has made in his/her classification or field. How has the nominee

demonstrated leadership, creativity, and innovation at the worksite? How has the nominee's professional growth made a difference for the school and the students?

2. **Advocacy and Association Involvement:** In what ways does the nominee serve as an advocate in the day-to-day educational process, for members, for the profession, and for public education? How has the nominee's involvement in the National Education Association or NEA affiliate(s) contributed to his/her success as a professional? How would the nominee persuade a new colleague to join or become more active in the Association?
3. **Community Engagement:** Specify in detail how the nominee has been involved in promoting public education in the community. In what other ways is the nominee involved in community activities/projects? **Identify the community project(s) the nominee, if selected for the national award, will select to receive one-half of the monetary award and indicate why the project(s) was selected.**
4. **Personal Achievement:** How has involvement in Association and community activities enabled the nominee to meet his/her own personal goals? What advice would the nominee give to someone entering the profession?
5. **Enhancement of ESP Image:** Describe in detail how the nominee's activities have enhanced the image of Educational Support Professionals at the worksite, in the Association, and in the community.

Contents of Nomination:

Nomination packages must include all of the materials listed below, in the specified order. Formatting instructions are noted for each part. **Nominations that do not conform to these specifications may be disqualified.**

(1) **Data Sheet** - Requests contact information for the region/local affiliate, the nominee, and the nominee's local affiliate.

Limit to one page maximum, at least twelve-point type. Handwritten data sheets are not accepted.

(2) **Nomination Letter** - Addresses the five award criteria outlined above, citing as many specific examples as possible. **ANSWER ALL QUESTIONS.**

Limit to five pages maximum, double-spaced, at least twelve-point type, and one inch margins on all sides. Must be on region/local affiliate letterhead and signed by the affiliate president.

(3) **Résumé** - Provides a brief, factual overview of the nominee's career, including positions held, degrees attained, honors received, etc. The résumé may also describe personal achievements or activities that are not noted elsewhere.

Limit to one page maximum, double-spaced, at least twelve-point type, and one inch margins on all sides. May use narrative, bulleted lists, or both.

(4) Nominee's Statement - Must include specific examples to illustrate all five of the award criteria outlined above. The questions themselves do not need to be reproduced in the text; however, nominees are strongly encouraged to include headings or keywords to aid the panelists in their reading.

Limit to two pages maximum, double-spaced; at least twelve point type, one-inch margins on all sides.

(5) Letters of Endorsement - The nominee's local affiliate president, colleagues, current or former students, parents, or community members may write letters of endorsement. Letters must note how long the writer has known the nominee and in what capacity the writer is able to comment on the nominee's professional work.

Limit up to three letters.

PLEASE PAY CLOSE ATTENTION TO THE INSTRUCTIONS LISTED BELOW

**Submission
Guidelines:**

- 1- Number the pages of the entire package consecutively, starting with the Data Sheet as Page 1.
- 2- Do **not** staple or permanently bind the materials. Paper clips are acceptable.
- 3- Do **not** use covers or other decorative packaging.
- 4- Include **only** the materials requested in these guidelines.
- 5- The complete nomination package must be received at TSTA no later than 5:00 p.m. on **September 30th**.

Send your nomination package to:

Carol McCord, Governance Coordinator
Texas State Teachers Association
316 W. 12th Street
Austin, TX 78701

or

carolm@tsta.org