



Teaching. Learning. Leading.

**October 10, 2017**

**TO:** Local Presidents

**FROM:** VEA Education Support Professionals Committee  
Gwen Edwards, Chair; Naila Holmes, Staff Liaison

**SUBJECT: 2018 Nominations for VEA Education Support Professional of the Year**

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We are pleased to provide you with the VEA ESP of the Year Awards Nomination Package. If you have not already done so, now is the time to consider whom you will nominate for the award.

Enclosed is a copy of the flyer and the nomination package which contains the nomination and selection procedure, submission guidelines and the data sheet for the award. You will also find information and the nomination package on the VEA website at [www.veanea.org/esp](http://www.veanea.org/esp). The award will be presented at the 2018 VEA Delegate Assembly in Hampton, Virginia.

**The deadline for submitting the nomination package is on or before 4:30 pm on January 12, 2018.**

The ESP Committee will select a recipient based on the criteria described in the nomination package.

If you have questions or need additional information, please feel free to call us at 1-800-552-9554 or (804) 648-5801, extension 324 or 335.

Enclosures

c: VEA Board  
UniServ Council Chairs  
UniServ Directors  
ESP Committee

# Virginia Education Association Education Support Professional of the Year Award

**Calling all Local Affiliates to nominate an ESP member who is actively engaged in their profession, Association and community.**

- Purpose:** The **VEA Education Support Professional of the Year Award** recognizes the contributions of Education Support Professionals to their schools, communities and their profession. The award is presented to a member of the VEA who demonstrates outstanding accomplishments and reflects the contributions of ESP to public education.
- Award:** Each year, one nominee receives the *VEA ESP of the Year Award*. The recipient would receive funding, to include travel and lodging, to attend the National ESP Conference. The winner will be recognized at the VEA Delegate Assembly. The winner will also receive a monetary gift of \$250.
- Deadline:** **All nominations must be received at VEA no later than 4:30 pm on January 12, 2018.**
- Questions:** Contact Naila Holmes, ESP Staff Liaison at 804-648-5801 or 800-552-9554 or email at [nholmes@veanea.org](mailto:nholmes@veanea.org).



## Nomination and Selection Procedure

- Nominations:** Each local may submit **only one nominee through an ESP award system**. A local ESP award system is defined as one developed by the local that gathers nominations and selects one award recipient.
- Eligibility:** All Education Support Professional members of a local affiliate for **three years** as of January 12<sup>th</sup> of the award year are eligible. **Nominees must be an “active” member at the time of selection. Individuals must be nominated by their local through an ESP award system.**
- Selection:** All nominations must comply with the nomination guidelines. The ESP Committee will review all nominations to ensure that eligibility and submission requirements are met. The ESP Committee will forward its recommendation to the VEA President/Board of Directors for presentation at the Virginia Education Association Delegate Assembly.
- Notification:** The VEA Education Support Professional Award will be presented at the 2018 VEA Delegate Assembly.
- Criteria:** Nominations are judged according to the following five criteria: **Professional Practice; Member Advocacy and Association Involvement; Community Engagement; Personal Achievement; and Enhancement of ESP Image.** Based on the information, the ESP Committee members will 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.

### SUBMISSION GUIDELINES:

1. The nomination package **must** be typed. A **handwritten** nomination package is not accepted.
2. Do **NOT** include covers, binders, page protectors, decorative packaging, pictures, photographs, clippings, etc.
3. Include **ONLY** the materials requested in these guidelines.
4. **The complete nomination package must be emailed to [nholmes@veanea.org](mailto:nholmes@veanea.org).** Hard copies and faxed copies will not be accepted.
5. **The complete nomination package must be received at VEA via email no later than 4:30 pm on January 12, 2018.**

Nominations that do not conform to deadlines and format specifications **will be disqualified**.  
All nomination applications will be saved in file at VEA for one (1) year.

\*The ESP Committee and staff liaison will assist the VEA ESP of the Year award winner to apply to the NEA ESP of the Year nomination.

# Nomination Packet

Nomination packet must include all of the materials listed below.

## Data Sheet

(Use provided form. Handwritten data sheets will not be accepted.)

## Nomination Letter

(Limit 5 pages maximum, Double-spaced, 12-point font, one-inch margins on all sides)

Persons nominating an individual for the ESP of the Year Award must address each of the five criteria in the nomination letter. Please set off each area with the criteria heading to aid Selection Committee in their reading:

- ❖ **Professional Practice:** (include worksite responsibilities and professional achievements the nominee has made in his/her field; include examples of leadership, creativity and innovation in making a difference for students and the school or workplace.)
- ❖ **Member Advocacy and Association Involvement:** (include evidence of leadership, creativity and innovation in advocating for members, for the profession and for public education; include how the nominee's involvement in NEA or its affiliates contribute to professional success; evidence that the nominee is active in member recruitment and encouraging colleagues to be more involved members.)
- ❖ **Community Engagement:** (include details on how the nominee is involved in promoting public education within the community through charitable projects and activities and examples of how that involvement has benefited students, families and members.)
- ❖ **Personal Achievement:** (include a description of the nominee's personal and/or professional goals; what they have done or are doing to meet these goals; how his/her growth and goals benefit students, members and/or the community; what advice they would give to a colleague entering the profession.)
- ❖ **Enhancement of ESP Image:** (include details of how the nominee's activities have enhanced the image of Education Support Professionals at the worksite, in the Association and in the community.)

## Nominee Statement

(Limit 2 pages maximum, Double-spaced, 12-point font, one-inch margins on all sides)

*The nominator should consult with the nominee for guidance in preparing the nomination statement which will include specific examples of achievement in each of the five criteria areas:*

- ❖ Professional Practice
- ❖ Member Advocacy and Association Involvement
- ❖ Community Engagement
- ❖ Personal Achievement
- ❖ Enhancement of ESP Image

## Letters of Endorsement

(Three letters, limit 2 pages maximum for each, Double-spaced, 12-point font, one-inch margins on all sides)

Nominees *must* include three letters of endorsement. Letters should be from those who know the nominee well such as Association leaders, colleagues, current or former students, parents, community members, etc. 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, Association or community work.

**2018 VEA ESP of the Year Award**  
**DATA SHEET**

*Please use this form to submit the application.*

**NOMINEE INFORMATION**

Nominee: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

School/Worksite: \_\_\_\_\_ District: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Job Title: \_\_\_\_\_ Subject(s): \_\_\_\_\_

Number of Years VEA/NEA Member: \_\_\_\_\_

**LOCAL AFFILIATE INFORMATION**

President: \_\_\_\_\_

Affiliate Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**The deadline is on or before 4:30 pm on January 12, 2018.**

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# Virginia Education Support Professional Of The Year

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**Recognizing the contributions of Education Support Professionals to their schools, communities, and profession.**



Calling all Local Affiliates to nominate an ESP member who is actively engaged in their profession, Association and community. The nominee should demonstrate involvement in each of the five (5) criteria:

- Professional Practice
- Member Advocacy and Association Involvement
- Community Engagement
- Personal Achievement
- Enhancement of ESP Image

Nominees must be an “active” member for three years as of January 12<sup>th</sup> of the award year as well as at the time of selection as their local nominee. **Submit the nomination package via email to VEA no later than 4:30 pm on January 12, 2018.** The nomination package and guidelines are available on the VEA website at [www.veanea.org/esp](http://www.veanea.org/esp).

**Send your nomination package to:**

**Naila Holmes, Staff Liaison**  
[nholmes@veanea.org](mailto:nholmes@veanea.org)

Attention: VEA Education Support Professional Of The Year

