

AEA SHINING STAR AWARD

GUIDELINES FOR STATE AND LOCAL AFFILIATES

NOMINATION DEADLINE:
Must be received at AEA Headquarters by close of business
January 10, 2014

- Purpose:** The **AEA Shining Star Award** recognizes the contributions of Education Support Professionals to their schools, communities, and their profession. The award is presented to a member of the AEA who demonstrates outstanding accomplishments and reflects the contributions of ESP to public education.
- Award:** Each year, one nominee receives the ***AEA Shining Star Award***, which includes all-expense paid travel to the NEA Education Support Professional National Conference.
- Eligibility:** All current Education Support Professional members of an AEA local affiliate or bargaining unit who have been AEA members for **three years** as of January 15th of the award year are eligible. **Nominees must be an “active” member at the time of selection as the ESP Shining Star.**
- Deadline:** **All nominations must be received by AEA no later than close of business on January 10, 2014.**

Nomination and Selection Procedure

- Nominations:** Any local, district, group or active member may submit a nomination for the AEA-ESP Shining Star Award. **Nomination should be made without the nominee knowing they have been nominated.** Nominations shall have a complete data sheet, nomination letter and the qualifying information (additional pages may be used as needed). All pages must be typed or handwritten (handwritten **MUST** be legible) and should be 12 point and double spaced.
- Selection:** All nominations must comply with the nomination guidelines. The Selection Committee will review all nominations to ensure that eligibility and submission requirements are met. The Selection Committee will forward its recommendation to the ESP Board President for presentation.
- 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.** Each of the five criteria should be addressed in a single separate paragraph. The information should be brief but still be adequate. The Selection Committee will select the Shining Star recipient using the criteria information.

**Assembly of
NOMINATION
PACKET:**

Nomination packages must include all of the materials listed below, in the specified order.

Formatting instructions: **12-point type**
Double-Spaced
1 inch margins all around
Handwritten information is allowed as long as it is legible.

Nominations that do not conform to deadlines and format specifications will be disqualified.

Data Sheet – *(Limit 1 page maximum, 12-point type. Handwritten data sheets are accepted as long as they are legible.)*

Fully complete nominee information and affiliate information. The Data Sheet should be marked Page 1 of your packet, and the rest numbered consecutively from there.

Nomination Letter – *(Limit 5 pages maximum, 12-point type, double-spaced, one inch margins on all sides)*

Nomination letter must address each of the five criteria. It should start with a paragraph that explains why your group thinks the nominee qualifies for the ESP Shining Star award. Also please provide a short paragraph for each of the five criteria headings. Please set off each area with the criteria heading to aid Selection Committee in their reading. Please remember to be brief but thorough:

- 1. 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.)
- 2. 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 AEA or its affiliates contribute to professional success; evidence that the nominee is active in member recruitment and encouraging colleagues to be more involved members.)
- 3. 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.)
- 4. 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.)
- 5. Enhancement of ESP Image:** (include details of how the nominee's activities have enhanced the image of Educational Support Professionals at the worksite, in the Association and in the community.)

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** include covers, decorative packaging, pictures, photographs, clippings, etc.
4. Include **ONLY** the materials requested in these guidelines.
5. **The complete nomination package must be received at AEA no later than close of business on January 10, 2014. Submissions by fax or are NOT permitted.**

Send your nomination package to:
Wanda Foust
Attn: Shining Star Award
Alabama Education Association
422 Dexter Avenue
Montgomery, AL 36104

Questions:
Wanda Foust 334-834-9790 ext 638
E-mail: wandaf@alaedu.org

**2014 AEA Shining Star Award
DATA SHEET**

Please use this form to submit the application. Failure to provide all requested information may result in disqualification.

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 AEA Member _____

NOMINATING AFFILIATE, GROUP OR PERSON NOMINATING:

President: _____

Affiliate Name: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

NOMINEES LOCAL AFFILIATE INFORMATION

President: _____

Affiliate Name: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

2014 AEA Shining Star Award Application Checklist

- Data sheet:
 - Only one page with all the information filled in

- Nomination letter:
 - On plain white paper
 - Signed by affiliate president / Chairman
 - No more than 5 pages double-spaced, 12-point type
 - Includes necessary information on:
 - Professional Practice
 - Advocacy and Association Involvement
 - Community Engagement
 - Personal Achievement
 - Enhancement of ESP Image

- Application Packet:
 - Numbered pages assembled in the order listed above
 - No staples – use paper clips if necessary
 - No covers or decorative packaging
 - No pictures
 - No photocopies
 - Nothing not required in the application guidelines

- Submittal:
 - Original application packet mailed on time to arrive at AEA Headquarters by close of business January 10, 2014.**
 - Sent to:

**Wanda Foust
Attn: 2014 Shining Star Award
Alabama Education Association
422 Dexter Avenue
Montgomery, AL 36104**