

## NASP LIFETIME ACHIEVEMENT AWARD

### HINTS FOR NOMINATORS & CANDIDATES

#### *Four Letters of Support*

- Ask a variety of people (students, teachers, colleagues, administrators, community support personnel, parents, etc.) to write letters of support. The committee prefers to see a variety of letter writers rather than all school personnel.
- It is not necessary to have letters of recommendation or support on letterhead.
- If letters of support are more than two pages, the awards chair will determine which pages will be sent to the committee.

#### *General*

- Make sure the nominee is a NASP member or is willing to become a member for the 2009–2010 fiscal year.
- Make sure the candidate meets the following criteria:
  1. Has at least 25 years in the profession
  2. Has been a NASP member for at least 20 years
  3. Is a current NASP member for 2009–2010
  4. Has 10 or more years as a NASP leader
- Please use a one-inch left margin on all materials, so there is room to punch holes in them for committee member notebooks.
- Incomplete files will not be reviewed. A file will be considered incomplete if one of the documents is missing, or if the person is not a NASP member or does not meet the “who is eligible” guidelines.
- Materials must be postmarked by July 15<sup>th</sup>, 2009 and mailed to Karen O’Brien, Awards Chair, P.O. Box 946, Gold Beach, OR 97444.
- Documents required for Lifetime Achievement Award nominations:
  1. Nominator & candidate contact information sheet
  2. Candidate’s résumé or vita
  3. Four letters of support