



Texas Educational Support Staff Association, Inc.

Nelda Van Dyke Award Educational Office Employee of the Year

Guidelines for Nomination:

1. Each TESA affiliate may nominate one candidate. Nominations will only be accepted from current year affiliates (August 1 - July 31). Only those nominations submitted on the official TESA nomination form will be considered.
2. Current members of the TESA Executive Board and committee chairmen are not eligible for nomination.
3. Five (5) copies of the nomination form and letter must be submitted.
4. Nominations must be postmarked by February 25. Entries postmarked after that date will not be considered for judging.
5. Mail nomination forms and letters to: TESA Awards Committee, PO Box 1565, Austin, TX 78767.
6. The candidates and the sponsoring affiliates will be notified following the judges' decision.

Eligibility

1. The candidate must currently be an active member of TESA and have held membership for a minimum of three (3) consecutive years immediately prior to nomination.
2. The candidate must be a member of the affiliate submitting the nomination.
3. The candidate must have been an employee in an educational system for a minimum of five (5) years.

Criteria for Judging

1. 50% - Professional activity (association and TESA activities and participating with special emphasis on TESA participation).
2. 20% - Education and workshop participation.
3. 15% - One letter of recommendation from sponsoring affiliate.
4. 15% - Contribution to community (areas of impact in addition to education).

IN ALL CASES, JUDGES' DECISION WILL BE FINAL



Texas Educational Support Staff Association, Inc.

Nomination form for Nelda Van Dyke Award Educational Office Employee of the Year

Name of Candidate _____
First Last M.I.

Address _____
Street City/State Zip

Telephone _____
Home Office

Employer: _____

Position: _____

Number of Years: _____

Supervisor: _____

Title: _____

Sponsoring TESA Affiliate: _____

Name of Affiliate President _____

Address of Affiliate President _____

Affiliate President Telephone _____
Home Work

Number of years a TESA member: _____ Number of years a local member: _____

Have you participated in Staff Training for Effective Management (STEM)? Yes ____ No ____

Have you received your CEOP Certification? Yes ____ No ____ If yes, date received: _____

Have you maintained your CEOP Certification? Yes ____ No ____ Updated: Current for ____ year.

If you have not received your CEOP Certification, but have begun working towards your certification, answer the questions below:

How many hours of required STEM courses have you completed? _____ Hours

How many hours of choice STEM courses have you completed? _____ Hours

How many hours of self directed study courses have you completed? _____ Hours

A letter of recommendation from the sponsoring association stating contributions and/or accomplishments must be attached.

Educational and Professional Training

| Name/Location of Educational Institution | Dates | Degree/Certification |
|--|-------|----------------------|
|--|-------|----------------------|

Employment

| Name/Location of Educational Institution | Dates | Position |
|--|-------|----------|
|--|-------|----------|

Membership/Leadership in Educational and/or Other Professional Organizations

| Name of Organization | Year | Office/Committee |
|----------------------|------|------------------|
|----------------------|------|------------------|

In-service/Courses/Workshops (within the last five years)

| Name of Course/Workshop | Sponsoring Agency | Year | Number of Hours |
|-------------------------|-------------------|------|-----------------|
|-------------------------|-------------------|------|-----------------|

Additional information may be submitted on separate sheet

Signature of Nominee

Signature of Sponsoring Affiliate President

Application Deadline: February 25th

Return to:

Scholarship Chairman
TESA Central Office
PO Box 1565
Austin, TX 78767