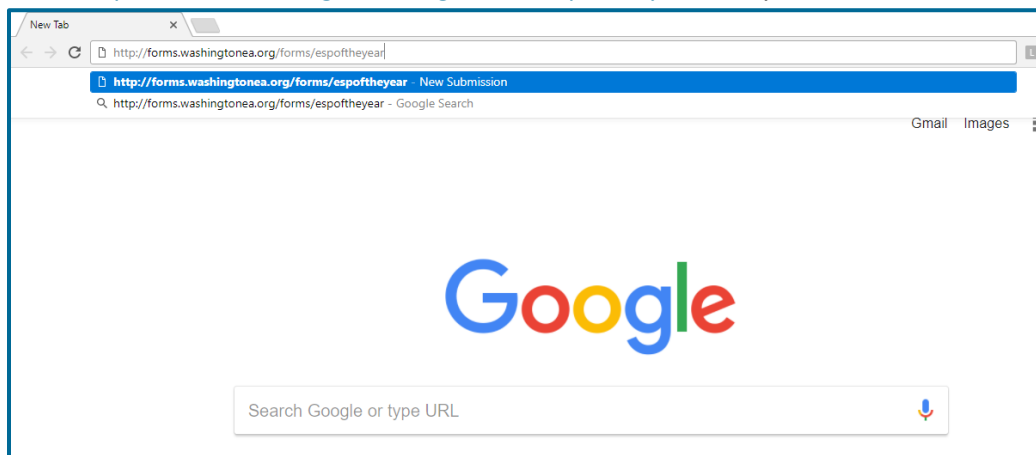



# WEA ESP of the Year Nomination Instructions

1. Navigate to the WEA ESP of the Year Nomination form by going to <http://forms.washingtonea.org/forms/espoftheyear> in your web browser
  - a. Enter <http://forms.washingtonea.org/forms/espoftheyear> into your web browser



- b. The form will load



**WEA**  
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**WEA ESP of the Year Nomination**

Award Information

**Purpose**

The WEA Education Support Professional (ESP) of the Year Award recognizes the contributions of Education Support Professionals (ESPs) to their schools, communities, and their profession. The award is presented to a member of the WEA who demonstrates outstanding accomplishments and reflects the contributions of ESPs to public education.

**Submission Deadline**

Complete nomination packages must be received by WEA no later than **5:00 p.m. PST on Friday, January 18, 2019.**

**Eligibility**

All current ESP members of a WEA local affiliate or bargaining unit who:

- Have been WEA members for at least three years as of February 28, 2019
- Are currently active
- Have not previously received the award

**Award**

The WEA ESP of the Year Award includes:

- All-expense paid travel to that year's WEA Representative Assembly
- Nomination by WEA as NEA ESP of the Year
- All-expense paid travel to the next NEA ESP National Conference

2. Complete the first page of the Nomination
  - a. Scroll to the bottom of the form

### **Nomination Packet**

The nomination packet must include the following items:

1. Nominee Statement (25 points)
2. Three Letters of Recommendation (25 points)

**Each item must meet the format and content guidelines noted in each section.**

### **Disqualification Criteria**

Nominations will be automatically disqualified if:

- all guidelines are not accepted
- is received after the deadline
- does not meet format and content criteria
- is missing the required materials
- includes handwritten documents, clippings, news articles or photos (other than the required promotional photo).

### **Submission Deadline**

Complete nomination packages must be received by WEA no later than **5:00 p.m. PST on Friday, January 18, 2019.**

### **Questions**

Please contact A.J. Hoyla, [ahoyla@washingtonea.org](mailto:ahoyla@washingtonea.org), 253-765-7028.

- b. Enter the Nominator Information

Nominator Information	
<b>First Name *</b>	<b>Last Name *</b>
<input type="text" value="Nominator First Name"/>	<input type="text" value="Nominator Last Name"/>
<b>Person Phone Number *</b>	<b>Email *</b>
<input type="text" value="Nominator Phone Number"/>	<input type="text" value="nominator@example.com"/>

- c. Accept the Nomination Guidelines to reveal the next section

☒ ☐ I accept the guidelines stated above

3. Navigate to the Nominee Information page
  - a. Click on the Nominee Information tab



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## WEA ESP of the Year Nomination

Award Information

**Nominee Information**

Nominee Statement

Letters of Recommendation

**Eligibility**

All current ESP members of a WEA local affiliate or bargaining unit who:

- Have been WEA members for at least three years as of February 28, 2018
- Are currently active
- Have not previously received the award

4. Confirm the Nominee fits the criteria.
  - a. Checking this box will reveal nominee information section.

\*

☒ The nominee fits the criteria listed above

b. Enter the Nominee's Contact Information

<b>First Name*</b>	<b>Last Name*</b>
<input type="text" value="Nominee First Name"/>	<input type="text" value="Nominee Last Name"/>
<b>Home Address</b>	
<b>Street Address*</b>	<b>Unit</b>
<input type="text" value="123 Nominee Street"/>	<input type="text" value="1B"/>
<b>City*</b>	<b>State*</b>
<input type="text" value="Nominee City"/>	<input type="text" value="WA"/>
	<b>Zip*</b>
	<input type="text" value="11111"/>
<b>Mobile Phone*</b>	<b>Alternate Phone*</b>
<input type="text" value="555-555-5555"/>	<input type="text" value="555-555-5555"/>
<b>Personal Email*</b>	
<input type="text" value="nominee@example.com"/>	

c. Enter the Nominee's Work Information

<b>Work Information</b>	
<b>Employer/School District*</b>	
<input type="text" value="ABERDEEN SD #5"/>	
<b>School/Worksite*</b>	
<input type="text" value="A J WEST ELEMENTARY"/>	
<b>Job Title*</b>	
<input type="text" value="Nominee's Job Title"/>	
<b>Work Phone*</b>	<b>Work Email*</b>
<input type="text" value="555-555-5555"/>	<input type="text" value="nominee@work.com"/>
<b>NEA Career Family*</b>	
Check all that apply, descriptions can be found <a href="#">here</a>	
<input checked="" type="checkbox"/> Clerical Services	<input type="checkbox"/> Security Services
<input type="checkbox"/> Custodial/Maintenance	<input type="checkbox"/> Skilled Trades
<input type="checkbox"/> Food Services	<input type="checkbox"/> Technical Services
<input type="checkbox"/> Health/Student Services	<input type="checkbox"/> Transportation Services
<input type="checkbox"/> Paraeducators	

d. Enter the Nominee's Local Information

<b>Local Information</b>	
<b>Local Association*</b>	
<input type="text" value="ABERDEEN E A"/>	
<b>Local President*</b>	
<input type="text" value="Local President's Name"/>	
<b>President's Phone Number*</b>	<b>President's Email*</b>
<input type="text" value="555-555-5555"/>	<input type="text" value="president@local.com"/>

5. Navigate to the Nominee Statement page

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## WEA ESP of the Year Nomination

Award Information   Nominee Information   **Nominee Statement**   Letters of Recommendation

### Nominee Statement Documents

- o **Five individual documents** addressing the topics described below, each clearly labeled with its section name. The section names are:
  - A. Professional Practice
  - B. Member Advocacy and Association Involvement
  - C. Community Engagement
  - D. Personal Achievement
  - E. Enhancement of ESP Image

### Document Format

- o Word (.doc or .docx)
- o 12-point font
- o Double-spaced
- o One-inch margins on all sides
- o 1 page (250 word max) maximum, per section

### Criteria/Scoring

The Selection Committee will review the Nominee Statement and assign it up to 5 points per section (25 points, maximum).

The statement must give specific examples of achievement in each of the following areas and must provide examples of how the nominee goes above and beyond the roles and responsibilities of his/her job description.

6. Upload the Nominee Statement

- a. Confirm the Nominee Statement matches the formatting and criteria guidelines. +  
Checking this box reveals the Upload section.

☒ The nominee statement matches the formatting and criteria guidelines listed above

- b. Press the Upload button under A. Upload Nominee Statement – Professional Practice

A. Upload Nominee Statement - Professional Practice\*  
Upload

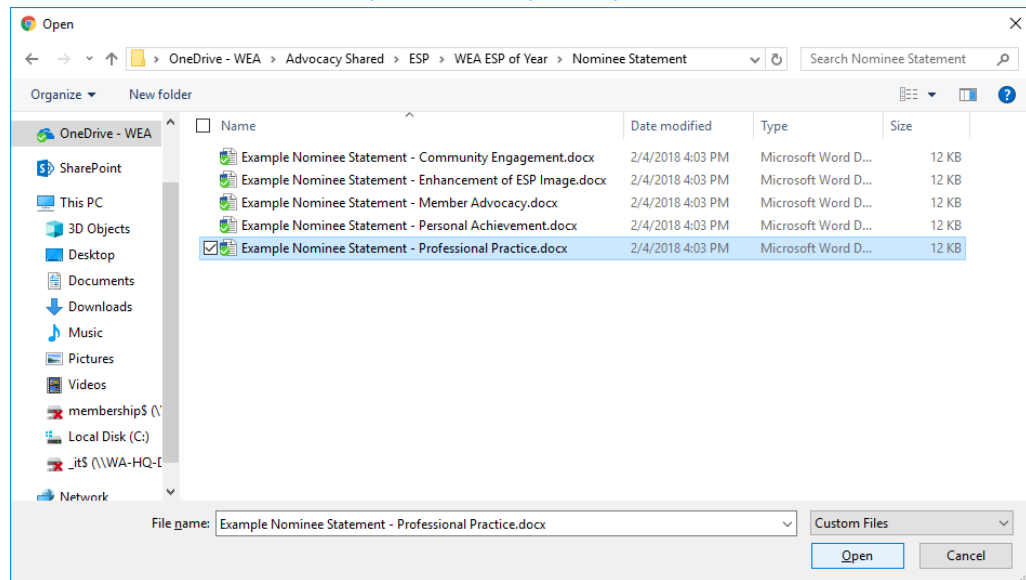
B. Upload Nominee Statement - Member Advocacy and Association Involvement\*  
Upload

C. Upload Nominee Statement - Community Engagement\*  
Upload

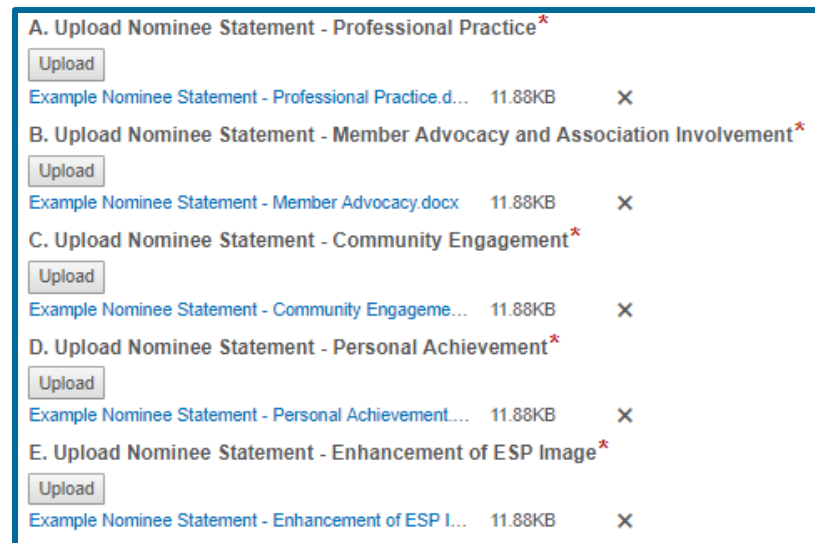
D. Upload Nominee Statement - Personal Achievement\*  
Upload

E. Upload Nominee Statement - Enhancement of ESP Image\*  
Upload

- c. Select the correct document in your files and press Open



- d. Repeat the previous two steps for each of the other four sections of the Nominee Statement



7. Navigate to the Letters of Recommendation page

The screenshot shows the 'WEA ESP of the Year Nomination' page. At the top left is the WEA logo (Washington Education Association). To the right of the logo are three tabs: 'Award Information', 'Nominee Information', and 'Nominee Statement'. Below these tabs is a dark blue bar with the text 'Letters of Recommendation' in white. Below this bar, the page is divided into two sections: 'Letter Format' and 'Criteria/Scoring'. The 'Letter Format' section lists requirements: Word (.doc or .docx), 12-point font, Double-spaced, One-inch margins on all sides, 2 pages per letter, maximum, and Nominees must include 3 Letters of Recommendation. The 'Criteria/Scoring' section explains that the Selection Committee will review the Letters of Recommendation packet and assign points for its support of each of the five sections of the Nominee Statement: Professional Practice, Member Advocacy and Association Involvement, Community Engagement, Personal Achievement, Enhancement of ESP Image. (Up to 5 points per section; 25 points, maximum). It also states that each Letter of Recommendation must: answer the question, 'Why does this nominee deserve the 2019 NEA ESP of the Year Award?' through specific examples of accomplishments related to the Nominee Statement sections; provide examples of how the nominee goes beyond the roles and responsibilities of his/her job description; be from someone who knows the nominee well, such as the state and/or local association president, association leaders, colleagues, current or former students, parents of students, community members, etc.; and note how long the writer has known the nominee and in what capacity the writer can comment on the nominee's accomplishments.

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**WEA ESP of the Year Nomination**

Award Information | Nominee Information | Nominee Statement

**Letters of Recommendation**

**Letter Format**

- Word (.doc or .docx)
- 12-point font
- Double-spaced
- One-inch margins on all sides
- 2 pages per letter, maximum
- Nominees **must include 3** Letters of Recommendation

**Criteria/Scoring**

The Selection Committee will review the Letters of Recommendation packet and assign points for its support of each of the five sections of the Nominee Statement: Professional Practice, Member Advocacy and Association Involvement, Community Engagement, Personal Achievement, Enhancement of ESP Image. (Up to 5 points per section; 25 points, maximum).

Each Letter of Recommendation must:

- Answer the question, "Why does this nominee deserve the 2019 NEA ESP of the Year Award?" through specific examples of accomplishments related to the Nominee Statement sections.
- Provide examples of how the nominee goes beyond the roles and responsibilities of his/her job description.
- Be from someone who knows the nominee well, such as the state and/or local association president, association leaders, colleagues, current or former students, parents of students, community members, etc.
- Note how long the writer has known the nominee and in what capacity the writer can comment on the nominee's accomplishments.

8. Upload the Letters of Recommendation

- a. Confirm the Letters of Recommendation meet the formatting and criteria guidelines

A light blue rectangular box with a red asterisk in the top left corner. Inside the box, there is a checked checkbox followed by the text: 'The Letters of Recommendation match the formatting and criteria guidelines listed above'.

- b. Press the Upload button under Upload First Letter of Recommendation

The screenshot shows three sections for uploading letters of recommendation. The first section is 'Upload First Letter of Recommendation' with a red asterisk; below it is an 'Upload' button highlighted with an orange box. The second section is 'Upload Second Letter of Recommendation' with a red asterisk; below it is an 'Upload' button. The third section is 'Upload Third Letter of Recommendation (Optional)' with a red asterisk; below it is an 'Upload' button.

- c. Select the correct document in your files and press Open
- d. Repeat the previous two steps for the other Letter(s) of Recommendation

9. Press the Submit button

A dark blue rectangular button with the word 'Submit' in white text.