

COLORADO SCHOOL COUNSELOR ASSOCIATION PROFESSIONAL RECOGNITION AWARDS

REQUIREMENTS AND PROCEDURE FOR NOMINATION PACKET

Each nominee must submit a completed packet postmarked by October 1, 2010 to Tammy Dodson. (Electronic packets are not acceptable) Feel free to get help from anyone you need when putting this packet together.

Each nomination packet must contain the following information and be organized in the order given:

1. Letter from the nominee supporting the Colorado School Counselor of the Year nomination. The letter should describe the programs, activities, or contributions that demonstrate the candidate's worthiness to receive the award (maximum of two pages). **Remember that the statement must be reflective of the last five years.**
2. Resume for the nominee (maximum of two pages).
3. The answers to the following questions: (maximum of two and a half pages).
 - a. Give examples of ways you have advocated for the profession throughout your career.
 - b. What is the biggest challenge you have experienced in your school counseling program over the past five years, and how did you address it?
 - c. Give an example of a particularly effective collaborative effort you spearheaded with a stakeholder population (administrators, faculty, parents and/or the community).
 - d. What types of professional development opportunities have you participated in throughout your career, and how has this contributed to your continual learning?
 - e. How does your comprehensive school counseling program use advocacy, leadership, systemic change and collaboration to make a difference for students?
4. Supplementary evidence. Of these pages, two must be letters of recommendation - one must come from your supervisor/administrator and one from a colleague. Other letters of recommendation from additional administrators, colleagues, parents, students, or community leaders may be included. Other supplementary evidence of programs, activities, or accomplishments may be included, basically anything that would help us know you outside of your resume. **Please note: the only requirement in this section are the two letters of recommendation. Additional pages are completely optional!**
5. 4 photographs of the nominee. 1 photograph must be a head shot. The others can be pictures of the nominee in the work environment. All photos must be suitable for printing. The photograph may be used in the CSCA newsletter. The press release given to local news media may also contain a photograph of the award recipient.
6. All Counselor of the Year nominees (*not Advocate of the Year nominees*) must be a member of CSCA. If you are not a member, enclosed is a membership application you can fill out and enclose with your check when you send in your nomination packets.

PLEASE NOTE: One page means both sides of one sheet of paper. Submission of packets beyond 12 pages (front and back). Limitations on pages and packet organization exist in order to assist the nominee in including only the most recent and important information, which best demonstrates the attributes of the nominee, and to provide the Professional Recognition Committee a more suitable format for judging. All packets are mailed to committee members around the state for review, and a selection meeting is held to determine award recipients. Please complete a copy of the packet for yourself as packets will not be returned.

CSCA - PROFESSIONAL RECOGNITION AWARDS
(Please use this sheet as the cover page of your packet)

Nominee _____

School/Company/Organization _____

Home Address _____

Work Address _____

Phone (home) _____ (work) _____

E-mail Address _____

Educational Degree _____ Degree Area _____

Date Earned _____ Institution _____

AWARD CATEGORY:

_____ Elementary	_____ K-12 (multi-level)
_____ Middle/Junior High	_____ Post secondary
_____ High School	

Nominator's Contact Information if Known:

Nominator _____

School/Company/Organization _____

Email Address _____

Phone (work) _____ (cell) _____

REQUIRED DOCUMENTATION FOR PACKET

_____ Statement of Rationale for Nomination (two pages maximum)
_____ Nominee's Resume (up to two pages)
_____ Nominee's answer to questions (two and half page maximum)
_____ Supplementary Evidence – (At least 2 letters of recommendation)
_____ 4 Photographs (At least 1 head shot)
_____ CSCA Membership

MAXIMUM LENGTH of Packet – 12 pages, double-sided

The packet must be postmarked by October 1, 2010 and mailed to:

Tammy Dodson
CSCA Recognition Committee Chair
Grandview High School
20500 E Arapahoe Rd
Aurora, CO 80016