

KCEA 2003 AWARDS NOMINATION FORM

Award Category (check one):

- Distinguished Service Award
- Professional Service Award
- Citizen Leadership Award
- Outstanding Organization Award

- Multicultural Leadership and Involvement Award
- State Association Leadership Award
- Youth Leadership Award
- Outstanding Contribution to State Legislation Award
- Outstanding After-School Program Award

Nominee

Person or Organization: _____

(If organization, contact person): _____

Position/Role: _____

Organization/Institution: _____

Address: _____

City, State, Zip: _____

Daytime phone: (include area code) _____

KCEA MEMBER SUBMITTING THIS NOMINATION

Name: _____

Address: _____

City, State, Zip: _____

Daytime phone: (include area code) _____

All nominations must be postmarked no later than September 12, 2003.

Mail to:

Phyllis Elder
Lincoln County Community Education
PO Box 265
Stanford, Kentucky 40484

Questions? FAX (606) 365-1660; e-mail: pelder@lincoln.k12.ky.us

Before you mail your completed nomination form and supporting materials, please complete self-check list below to ensure your nomination receives consideration.

KCEA 2003 Awards Checklist

___ I am a current member of KCEA.

___ The Nominee has not received the award for which I am nominating him/her in the last five years.

___ I am enclosing the awards nomination form and have completed all sections of the form.

___ The support materials I have included do not exceed 10 pages (not including nomination form).

___ I will make sure the envelope is postmarked no later than September 12, 2003.

CRITERIA

Please use a separate piece of paper to complete the following portion of the nomination form. Please be sure to staple or clip those sheets to this form.

CONTRIBUTIONS TO THE DEVELOPMENT OF COMMUNITY EDUCATION

- **Accomplishments**
Describe some specific achievements of the person or organization.
- **Advancement of Community Education**
How has the nominee promoted and supported the development of community education? Has the person or organization been recognized for his/her/its accomplishments?
- **Special Characteristics**
Are there any unique, innovative, or unusual characteristics of this person/organization that should be considered by the Awards Committee?

NOMINEE EXEMPLIFIES PRINCIPLES OF COMMUNITY EDUCATION

- **Leadership**
How has this person or organization displayed leadership?
- **Interagency Cooperation and Community Involvement**
Give several specific examples of cooperation and involvement with people, agencies, institutions, and/or organizations.
- **Effective Use of Resources**
Give examples of the person/organization's innovative or exemplary use of resources (human, physical, financial).

RULES FOR 2003 KCEA AWARDS

1. All nomination forms and support materials must be postmarked no later than September 12, 2003.
2. All nominations must be made by a current member of KCEA.
3. Nominees need not be KCEA members.
4. Only nominees who have not received in the past five years the award for which they are being nominated will be considered.
5. The following materials must be submitted:
 - a. Awards Nomination form, filled out in its entirety.
 - b. Support Materials—not to exceed ten pages, excluding the Awards Nomination form, but including: a resume or history of the person/agency/organization; a minimum of three letters of recommendation; additional support material.

The total score of the nomination will be reduced by one point per page for pages in excess of the ten-page limit.

6. Final decisions will be made by the Awards Committee.
7. Winners will be honored at the annual KCEA Fall Conference.
8. All nominees will be acknowledged.
9. KCEA winners will compete in the NCEA awards.
10. KCEA winners will be required to submit ten complete sets of nominating materials listed in item 5 to the NCEA Awards Committee postmarked no later than September 12, 2003.

Failure to follow these rules will adversely affect the consideration of the nomination.