

# goteverything?

## Nomination Checklist for ACSA's Administrator of the Year Award

---

### Please ensure that:

- Nominee is a current member of ACSA.
- You have attached the **required** one- to two-page explanation of how the nominee meets the award criteria listed on the front of the nomination form. (Visit [www.acsa.org/awardtips](http://www.acsa.org/awardtips) to read a sample criteria explanation.)
- You have attached a maximum of two pages of optional supplemental materials.

### Suggested supplemental materials:

- Testimonial "quotes" from colleagues, students, parents and community members.
- Letters of support from students, parents, community leaders or supervisors, or from ACSA committees, councils or leadership.
- Relevant news articles highlighting nominee's achievements.

### Do not attach (will not be submitted to Awards Committee):

- Résumés (write all answers on official nomination form)
- Copies of certificates or awards
- Any extra pages exceeding two-page maximum

### If you have checked all of the above, be sure to:

- Proofread the criteria explanation and supplemental materials.
- Submit nomination and criteria explanation, as well as any optional supplemental materials, to region leadership by the region deadline. Find out your regional deadline and up-to-date submission information by going to your region's web site or contacting your region staff or leadership. Region contact information can be found at [www.acsa.org/regions](http://www.acsa.org/regions).