

faq

Frequently Asked Questions

What is the timeline for ACSA's awards program?

The awards program takes place over a calendar year, beginning in September:

- **Late August/early September:** Nomination forms are available online for the coming year's program.
- **November to January:** Nominations are due to each region by the region's deadline (the deadline is different for every region - see the next question for more information). Regions select their state nominees.
- **Early February:** Nominations are due to state ACSA.
- **Mid-March:** The Awards Committee meets to select recipients and the recipients are approved by the Board. Additionally, Every Student Succeeding honorees are submitted to state ACSA.
- **Late March:** Recipients for that year are announced.
- **June to November:** Recipients are featured in *EdCal* stories and online.
- **Early November:** Recipients are honored at the Leadership Summit Awards Ceremony.

How do I find out my region's deadline and contact information?

You can find this on nearly every region's web site, accessible from the Regions section of the ACSA website (www.acsa.org/regions).

Where can I find the nomination forms?

The nomination forms for all ACSA awards can be downloaded as PDFs from the awards program website. You can either enter the information electronically or print the form and type in your entries using a manual typewriter.

Who is on the Awards Committee, and what is the process for recipient selection?

ACSA's immediate past Board president chairs the Awards Committee; the chair and four committee members (made up of past or current Board members) select the recipients, which are then approved by the Board of Directors.

Do all the nominations go to the regions first?

The **Marcus Foster Memorial Award** and the **Ferd. Kiesel Distinguished Service Award** nominations can be submitted either through the regions or directly to the Awards Committee executive.

The nominations for the **Administrators of the Year (in 21 job-alike categories)**, **Robert E. Kelly Award**, **Partners in Educational Excellence Award** and **Valuing Diversity Award** are first submitted to the regions. Only one nominee in each of these categories can be submitted by each region to state ACSA for consideration.

Each student honored as part of the **Every Student Succeeding Program** is chosen by the student's region (one student per region per year).

Do you have to be an active ACSA member to be nominated?

It depends on the award. For the Administrator of the Year Awards, the Marcus Foster Memorial Award and the Valuing Diversity Award a nominee **must be an active ACSA member to be considered eligible**. The exceptions are:

- The Ferd. Kiesel Distinguished Service Award (awarded to an individual; ACSA membership not required), and
- The Partners in Educational Excellence Award (recognizing a school-community partnership program).

Eligible nominees for the Robert E. Kelly Award **must be ACSA retired members**, and must have been ACSA retired members for three or more years.

Besides the official nomination form, what else is required for a nomination?

For the Administrators of the Year, Valuing Diversity Award, Partners in Educational Excellence Award, Robert E. Kelly Award, Marcus Foster Memorial Award and Ferd. Kiesel Distinguished Service Award, **you are required to include the two form pages explaining how the nominee meets each of the award criteria. Do not omit this criteria explanation, as it is an extremely important part of the nomination packet.** Read a sample criteria explanation [here](#).

You then have the option of attaching supporting documents, such as letters of support, newspaper articles or testimonials from colleagues, parents, students, ACSA leaders and so on. The number of pages of supporting materials you can submit is limited (see next question for details).

How many pages of supporting materials can or should I include?

Nomination packets should be a minimum of four form pages single-sided, a maximum of six pages.

In addition to the required explanation of how the nominee meets the criteria, you have the option to include a maximum of two pages (five for the Robert E. Kelly Award) of supporting documents, which would include letters of support, newspaper articles and testimonials.

Résumés and excessive pages of supporting documents will not be submitted to the Awards Committee. See the Tips for Successful Nominations for further information on supporting materials and criteria explanation.

Where can I find archives of past recipients?

On the Awards Program website, under Award Recipient Archives, is a list of all past recipients by year.

Who do I contact if I have more questions?

Contact Emily Senecal, the Awards Committee executive, at esenecal@acsa.org or (916) 329-3833.