

# faq

## Frequently Asked Questions

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### What is the timeline for ACSA's Statewide Awards Program?

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

- **August:** The nomination period opens.
- **January:** Nominations are due for all award categories through the online platform. Regions select their winners/ state finalists.
- **February:** State finalist submissions are due to state ACSA. Most region winners are announced.
- **March:** The Awards Committee meets to select statewide recipients, who are submitted to the ACSA Board for approval. Every Student Succeeding honorees are submitted to state ACSA.
- **Late March:** State recipients for that year are announced.
- **June to November:** State recipients are featured in *EdCal* stories and student videos are released.
- **Early November:** State recipients are honored at the Leadership Summit Awards Ceremony and Every Student Succeeding recognition event.

### What is the deadline for submitting a nomination?

The deadline is in January for all award categories. Check for this year's deadline.

### Where can I access the nomination portal?

The nomination forms for all ACSA awards can be accessed through <http://acsa.awardsplatform.com> or via the Awards Program website at [www.acsa.org/awards](http://www.acsa.org/awards).

The portal can be used on a desktop or any mobile device.

### Who is on the state 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, who are then approved by the ACSA Board.

### Do all the nominations go to the regions first?

The Marcus Foster Memorial Award and the Ferd. Kiesel Distinguished Service Award nominations will go directly to the state Awards Committee.

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 state finalist 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).

### Do you have to be a current ACSA member to be eligible for a statewide award?

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 state 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 state ACSA retired members, and must have been state ACSA retired members for three or more years.

### What is required for a nomination?

For all award categories, you will be required to fill out fields describing how the nominee meets each of the award criteria. The fields have a minimum of 400 and a maximum of 1,200 characters including spaces, unless otherwise noted.

A minimum of one letter of recommendation is also required for all categories. Highly recommended are letters of support from superintendents, district leaders and supervisors, as well as testimonials from colleagues, parents, students, and ACSA leaders. You are limited to uploading two supporting document files only in PDF format.

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

The page number is no longer limited, as everything will be submitted digitally. However, there is a size limit to each supporting document file of 500 KB, and we recommend keeping the page count to a minimum and focusing on providing excellent content, rather than excessive pages. There is no limit to the number of documents each file can include.

### Where can I find archives of past recipients?

On the Awards Program website, under the tab Help & Resources, is an archive of all past recipients by year.

### Who do I contact if I have more questions?

Contact Emily Agpoon, the awards coordinator, at [eagpoon@acsa.org](mailto:eagpoon@acsa.org) or (916) 329-3833.

# faq | supporting documents

## Frequently asked questions about supporting documents

### **Are supporting documents required?**

Yes; a minimum of one letter of recommendation is required.

**Letters of recommendation from superintendents, supervisors and colleagues are highly recommended**, especially those most relevant to the nominee's current position.

Other pertinent supporting documents might include statements of support from coworkers, parents, students and community members and press clippings or articles featuring the nominee's work.

### **What kinds of documents are a bad idea?**

We strongly advise against including résumés or CVs, presentations, dissertations, copies of certificates or awards or any lengthy documents about or by the nominee.

### **How many documents can I upload?**

You are limited to uploading two files; however, each file could potentially contain multiple letters or documents. We suggest you upload two to three documents total and focus on quality over quantity.

### **What kind of files do you accept?**

You may only upload files as PDFs.

### **Is there a page limit for the supporting documents?**

There is no longer a page limit for the documents; instead, there is a size limit of 500KB for each file uploaded. However, **bigger isn't necessarily better**. We suggest you keep the page count to a minimum and focus on providing excellent content, rather than excessive pages.

### **Who should write the letters of recommendation?**

We recommend that you include letters from the district superintendent and/or direct supervisors, if at all possible. Letters from colleagues and community leaders are also effective.

In every case, the letters should directly speak to the record of the nominee, both in their career as a whole and in their current position, and explain why the nominee is the best candidate for the award.

### **To whom should the letter be addressed?**

Letters of recommendation can be addressed to "To Whom It May Concern" or "ACSA Awards Committee."

### **Does formatting matter?**

There are no formatting requirements for supporting documents, but for letters, we do recommend using letterhead and ensuring that you include the position and workplace of the letter writer.

Written signatures (vs. typed) are not important, but a clean, legible format is essential.

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# faq | eligibility & membership

## Frequently asked questions about nominee eligibility

### **Can I nominate a state board member?**

Current state ACSA Board members and officers are not eligible for any award categories.

### **What about a region president or consultant?**

Region board members, delegates and other member leaders are eligible. The restriction on board members and officers only applies to the state ACSA Board.

However, ACSA employees, including region consultants and other part-time or contract employees, are not eligible. This doesn't apply to volunteer positions, such as mentors or ambassadors, only paid staff.

### **Is ACSA membership required for all award categories?**

Active state ACSA membership is required to be considered a state finalist for the following award categories:

- Administrator of the Year (all 21 sub-categories)
- the Marcus Foster Memorial Award, and
- the Valuing Diversity Award.

The Robert E. Kelly Award requires having been a retired state ACSA member for 3+ years.

Membership is not required for the Ferd Kiesel Memorial Award, which can be awarded to any individual who has served public education. The Partners in Educational Excellence Award is given to organizations or community partnership programs.

### **How can I find out if my nominee is a current member and what year a member joined?**

Contact ACSA Member Services at [memberservices@acsa.org](mailto:memberservices@acsa.org) with the nominee's full name and district.

Members can also log into the ACSA website to check their record at [www.acsa.org/member-login](http://www.acsa.org/member-login), or the Login button at the top of the ACSA website.

### **I know a great nominee who's planning to retire this year. Will they be eligible?**

Yes. Nominees who plan to retire this coming year (2023) are eligible for the 2023 awards.

### **Am I allowed to nominate someone who has been nominated or won before?**

Yes. Nominees who have been nominated or selected for awards in the past are eligible for this year's program, as there's no limit on times nominated or awarded.

### **Who do I contact if I have more questions?**

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