

KASA Wanda Luttrell Support Personnel Advancing Excellence in Education Award Application

Deadline to submit application: June 15, 2012

I. Nominee Information

Name Dr. Mr. Ms.

School District/Agency Position

Mailing Address City Zip Code

Note: KASA will prepare a news advisory announcing the award winner. The advisory will be forwarded to the appropriate school district's communications/public relations staff for release to the news media.

Name of school district PR/communications contact

Daytime Telephone Email Address

Note: In the event a PR/communications contact is not available, KASA will release the information to the appropriate news media. List the name and contact number of the news media to which the advisory should be sent.

1.

2.

3.

II. Nominator Information and Checklist

Name Dr. Mr. Ms.

School District/Agency Position

Mailing Address City Zip Code

Email Daytime Telephone Mobile Number

I hereby nominate the above named individual for KASA's Support Personnel Advancing Excellence in Education Award, and have enclosed/completed the following:

- Application (this form)
- Additional supporting material (maximum of three pages). *Optional*

Note: Application not to exceed total of 5 pages

Nominator's Signature _____ Date Application Completed

III. Nominating Criteria

Please describe the nominee's work in the following leadership categories.

A. The degree nominee exhibits competency in job-related knowledge and skills. (Is he/she capable, efficient, and able to function with minimum supervision, produce under pressure, assume additional delegated responsibility in a professional manner, etc.?)

B. The degree to which the nominee displays exceptional personal attributes. (Is he/she neat, pleasant, works well with co-workers, students, the administration and the public? How is the nominee viewed by co-workers? Is he/she willing to contribute without credit? Does he/she have initiative and creativity?)

C. The extent to which the nominee exhibits a professional attitude. (Is he/she conscientious, punctual, dependable, dedicated, committed to the job and the school system/agency, loyal and able to keep confidentiality, a good PR representative among all stakeholders, and interested in advanced related training and in goals for improvement of self, as well as the entire school system/agency?)

D. The amount of interest the nominee shows in the welfare of children and youth.

E. The degree to which the nominee has contributed to the effectiveness of the administrative team and the management of the school district/school agency.

Submission Options: Press the Submit Electronically button. (Note: if using this option, you will also need to print page 1, sign, and send via fax to (502) 875-4634 or mail to Leadership Awards Program, 152 Consumer Lane, Frankfort, KY 40601, along with other supporting materials.) You may also submit nomination packet by mailing it to Leadership Awards Program, 152 Consumer Lane, Frankfort, KY 40601 or fax to (502) 875-4634 (address cover letter to Leadership Awards Program.) If you have questions, please call (800) 928-KASA.