



CASSA-ACGCS
Promoting Quality Education for Our Students

EXL AWARD

NOMINEE'S APPLICATION PACKET

**Jointly sponsored by
XEROX CANADA LTD.
and the
Canadian Association of School System Administrators**

EXL AWARD

**A Program to Recognize Excellence
among Members of the Superintendency**

**Jointly sponsored by XEROX CANADA LTD. and the
Canadian Association of School System Administrators**

- The EXL Award Program is based on three premises:
 - It is important to acknowledge the dedication and enthusiasm of administrators who guide children's educational experiences. Recognition is a powerful instrument for building pride in accomplishment and continued determination to pursue excellence.
 - System leaders who establish the character of a particular school system's programs through the important work with school boards, school leaders, teachers and caring parents help to determine the scope and quality of children's educational experiences
 - Children's attitudes toward learning and their perceptions of themselves as lifelong learners are established in their school years. Effective leadership, mentoring and modeling determine whether the school jurisdiction effectively creates this environment.
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TO BE COMPLETED BY NOMINEE'S EMPLOYER

NOMINEE'S CERTIFICATION FORM

The purpose of this form is to advise the system administrator's employer that he/she has been nominated to be an **EXL** winner. It also indicates that the employer understands the following obligations and responsibilities inherent in acceptance of the award.

- The provincial /territorial recipients will be expected to travel to and from the site of the CASSA Annual Conference to participate in the national recognition ceremony
- The Canadian Association of School System Administrators will reimburse three nights' lodging for the national recipient. The national recipient will receive a life membership in CASSA.
- The school district, the nominee, or other provincial or local sources assume costs for travel and meals.
- The Canadian Association of School System Administrators will reimburse the national recipient his/her registration fee for the CASSA annual conference for the year in which the award was received.

This is to certify that I acknowledge and endorse the nomination of:

(Nominee's Name)

for the EXL Award representing:

Employer's Name and Title (type or print)

Signature

Date

School District/Organization

Mailing Address

City/Town

Province

Postal Code

()

Area Code and Phone Number

Employer's E-mail address

GUIDELINES FOR SELECTING RECIPIENTS OF THE EXL AWARD

1. The CASSA Executive Director will receive nominations for the CASSA/XEROX CANADA LTD EXL Award between October 1 and May 16 for awards to be presented at the Annual Conference in July each year. Nominations received after May 16th will be considered only by consent of the Executive Council.
2. All nominations shall be made on a form provided by CASSA. No more than an additional two pages of supporting data may be submitted with the nomination.
 - Nominations shall be collected through the provincial/territorial affiliates for consideration by the affiliate in determining the affiliate's nominee for the national EXL Award. As well, Active Individual Members and Associate Members of CASSA may also submit nominations directly to the CASSA Executive Director.
3. The CASSA Executive Director shall send an annual notice soliciting nominations shall be sent by to members of the CASSA Board of Directors, the Presidents and Executive-Directors/Secretaries of CASSA affiliates, and to Active Individual Members and Associate Members. The notice will include nomination forms and the selection guidelines.
4. Each CASSA Affiliate will consider all nominations received at their offices prior to the affiliates' designated timelines.
5. The CASSA Executive will consider all nominations for the national E X L Award that are received, by May 16th, at the CASSA office.
6. The C A S S A Executive will consider the suitability of candidates based on responses to the items contained in the Nomination Forms and in the one or two pages of additional information provided with the nominations.
7. The EXL Award is intended to recognize any present CASSA member who has demonstrated outstanding ability and leadership.
8. Each affiliate will determine its affiliate EXL nominee.
9. A panel consisting of the CASSA Executive Director, the CASSA President, the Executive Director of the host province/territory affiliate whose affiliate is not represented on the panel, and 2 representatives from Xerox Canada Ltd will select the National EXL winner.

In the event that the CASSA President's affiliate is the host for the annual conference, the Executive Director from the affiliate that hosted the conference the previous year shall serve on the selection panel.

EXL AWARD NOMINATION FORM

NAME OF NOMINEE: _____

CURRENT ADDRESS: _____

PRESENT POSITION: _____

List leadership positions in educational administration. (Maximum of 3)

List significant accomplishments of nominee. (Maximum of 3)

Indicate honours that nominee has received (local, provincial/territorial, national). (Maximum of 3)

What has nominee done to advance educational administration or education in the province/territory or in the board served? (Cite a maximum of 3 specifics)

What contribution has nominee made to education or educational administration that has had a provincial/territorial or national impact?

List any published writing or presentations (workshops, seminars, conventions) provincially/territorially or nationally.

Indicate offices held in provincial/territorial education organization. (Maximum of 3)

Office: _____	Organization: _____
Office: _____	Organization: _____
Office: _____	Organization: _____

Indicate offices held in national education organizations. (Maximum of 3)

Office: _____	Organization: _____
Office: _____	Organization: _____
Office: _____	Organization: _____

Indicate other professional or personal responsibilities of significance that were assumed by nominee. (Maximum of 3)

Some persons may be nominated with qualifications for which this instrument is inappropriate or insufficient to give a full sense of the nominee's contributions to education. As a result, please attach a statement of two pages or less which cite the person's achievements justifying nomination for the EXL Award.

The nominee has been a member of CASSA for _____ years.

Give dates of membership, if known: _____

NOMINATION SUBMITTED

BY:
