



GUIDELINES FOR SELECTING RECIPIENTS OF THE CASSA DISTINGUISHED SERVICE AWARD

1. The CASSA Executive Director shall receive nominations for the CASSA Distinguished Service Award between October 1 and May 16 for awards to be presented at the Annual Conference in July each year. Nominations received after May 16 will be considered only by consent of the CASSA Executive.
2. All nominations shall be made on a form provided by CASSA. No more than two additional pages of data may be submitted with the nomination.
3. Active CASSA members shall submit nominations through their provincial/territorial affiliate.
4. Associate members may send nominations directly to CASSA.
5. The CASSA Executive Director shall send an annual notice soliciting nominations to the Presidents/Executive Directors/Secretaries of CASSA affiliates, and to associate members. The notice will include nomination forms and the selection guidelines.
6. The CASSA Executive will consider all nominations if received at the CASSA office by May 16.
7. The Executive will consider the suitability of candidates based on responses in the Nomination Forms and, if applicable, to the one or two pages of additional information provided with the nominations.
9. The Distinguished Service Award is intended to recognize any active or recently retired CASSA member who has demonstrated outstanding ability and leadership.
10. Distinguished Service Awards are not meant to honour only individuals who are retired or nearing retirement. CASSA Honorary Life Membership would normally be more appropriate for such people, although these guidelines are not intended to exclude those approaching retirement from receiving the Distinguished Service Award.



CASSA DISTINGUISHED SERVICE AWARD NOMINATION FORM

NAME OF NOMINEE: _____

BUSINESS ADDRESS: _____

PRESENT POSITION: _____

1. CASSA Membership

- a) The nominee has been a member of CASSA for _____ years. Give dates of membership, if known: _____
- b) Briefly summarize involvement in CASSA at the Executive, Committee, Provincial/Territorial Affiliate level, etc.

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

3. List significant accomplishments of nominee. (Maximum of 3)

4. List honours that the nominee has received. (Local, provincial/territorial, national) (Maximum of 3)

5. Indicate offices held in provincial/territorial and/or national education organizations. (Maximum of 3)

Office: _____

Organization: _____

Office: _____

Organization: _____

Office: _____

Organization: _____

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

7. 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)

8. What one contribution has the nominee made to education or educational administration that has had a national impact?

9. List any published writing or presentations (workshops, seminars) at the provincial, territorial or national level.

Some persons may be nominated with qualifications for which this instrument is inappropriate. If so, attach a statement of two pages or less, which would cite the person's achievements and contributions, justifying nomination for Honourary Life Membership

Nomination Submitted By:

Name_____ Email Address_____

Signature_____