*GUIDELINES FOR SELECTING RECIPIENTS OF THE
DISTINGUISHED SERVICE AWARD:

1. A notice along with an appropriate form requesting nominations shall be sent to members of the AASA Executive Committee, AASA Governing Board and Advisory Committees and the executive director of each affiliated association of school administrators. In addition, the announcement of the Distinguished Service Award competition and the nomination materials for it shall be carried on the AASA website so that any person desiring to nominate a candidate may do so.

2. All nominations shall be made on a form provided by AASA with **at least two but no more than four pages** of additional data attached to the nomination. No publications or additional testimonials will be accepted. Forms will be available on the AASA website beginning April of each year.

3. All nominations shall have been received at AASA Headquarters **no later than November 1, 2015**. All late entries shall be rejected and a written notification of that action shall be sent to the nominator.

4. Nominees shall have been a member of the Association for at least ten years. Service need not be consecutive or in active status at the time of recognition.

5. Nominee shall have been retired prior to the calendar year the award is presented.

6. The selection of recipients annually shall include at least one person who is not or has not ever been a superintendent of schools if such an individual is nominated and otherwise qualifies, and at least one person who retired as an active superintendent of schools who is nominated and also meets the qualifications.

7. The nominations shall be judged by a Screening Committee appointed by the president of the Association. Such Committee shall submit its recommendation to the Executive Committee in order for action to be taken prior to the presentation of the award.

8. Of all nominations received, the Screening Committee shall prepare a list of the top ten nominees in rank order and based upon nominee qualifications, may recommend up to ten (10) award recipients.

9. For any reason the Executive Committee, by majority vote, shall be able to waive any guideline or criteria. Awardees shall be required to be present at AASA’s National Conference on Education to receive the award unless some disabling situation or other unusual circumstance as determined by the Executive Director precludes such attendance.

10. Upon the end of his or her presidential term, AASA’s immediate past president will automatically become a recipient of the Distinguished Service Award.

(*Revised Guidelines approved by the AASA Executive Committee, October, 2005.*)
2016 AASA Distinguished Service Award Nomination Form

Name of Nominee _____________________________________________________________

Address ______________________________________________________________________

City/State ___________________________________________________________________

Zip Code __________ Phone________________________

E-mail ________________________________________________________________

Last Full-Time Position Held

________________________________________________________________________

Date retired ______________ (Month/Year)

1. List three leadership positions in school administration or related to school administration.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. List significant accomplishments of nominee during career. (Maximum of three)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Indicate local, state and national honors that nominee has received. (Maximum of three)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. What has nominee done to advance school administration or education in state or area served? Do not include offices here. (Cite a maximum of three specific examples.)

________________________________________________________________________
5. Has nominee made a contribution in education or school administration that has had a national impact?
   Yes ___  No ___ If Yes, please describe.

6. Has nominee produced any writing that has been published statewide or nationally?
   Yes ___  No ___ (Maximum of three each)
   Book __________________________________________________________
   Article _________________________________________________________
   Book __________________________________________________________
   Article _________________________________________________________
   Book __________________________________________________________
   Article _________________________________________________________

7. Indicate state educational organization offices held (maximum of three).
   Organization ____________________________________________________
   Position _________________________________________________________
   Organization ____________________________________________________
   Position _________________________________________________________
   Organization ____________________________________________________
   Position _________________________________________________________

8. Indicate national educational organization offices held (maximum of three).
   Organization ____________________________________________________
   Position _________________________________________________________
   Organization ____________________________________________________
   Position _________________________________________________________
Organization

Position

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

10. Some person may be nominated for which this form is inappropriate to use in establishing that person’s eligibility for nomination. If so, please attach a statement of no more than three pages which would cite the person’s uniqueness that justifies receiving a Distinguished Service Award.

11. To this nomination form must be attached **no less than two and no more than four** pages citing other items that ought to be reviewed when considering the nominee.

12. Has the nominee been a member of AASA for at least ten years? Yes ___ No ___ Give dates, if known

________________________________________________________________________

Name of Nominator

Address

City/State

Zip Code __________ Phone ____________________________

Email ____________________________

Please return your completed Distinguished Service Award Nomination form by November 1, 2015 to:

Bernadine Futrell, Ph.D.
Director, Awards & Collaborations
AASA, The School Superintendents Association
1615 Duke Street
Alexandria VA 22314
bfutrell@aasa.org
(F) 703.841.1543