



Texas Educational Support Staff Association, Inc.

Nelda Van Dyke Award Educational Office Employee of the Year

Guidelines for Nomination:

1. Each TESA affiliate may nominate one candidate. Nominations will only be accepted from current year affiliates (August 1 - July 31). Only those nominations submitted on the official TESA nomination form will be considered.
2. Current members of the TESA Executive Board and committee chairmen are not eligible for nomination.
3. Five (5) copies of the nomination form and letter must be submitted.
4. Nominations must be postmarked by March 15. Entries postmarked after that date will not be considered for judging.
5. Mail nomination forms and letters to: TESA Awards Committee, PO Box 1565, Austin, TX 78767.
6. The candidates and the sponsoring affiliates will be notified following the judges' decision.

Eligibility

1. The candidate must currently be an active member of TESA and have held membership for a minimum of three (3) consecutive years immediately prior to nomination.
2. The candidate must be a member of the affiliate submitting the nomination.
3. The candidate must have been an employee in an educational system for a minimum of five (5) years.

Criteria for Judging

1. 50% - Professional activity (association and TESA activities and participating with special emphasis on TESA participation).
2. 20% - Education and workshop participation.
3. 15% - One letter of recommendation from sponsoring affiliate.
4. 15% - Contribution to community (areas of impact in addition to education).

IN ALL CASES, JUDGES' DECISION WILL BE FINAL



Texas Educational Support Staff Association, Inc.

Nomination form for Nelda Van Dyke Award Educational Office Employee of the Year

Name of Candidate _____
First Last M.I.

Address _____
Street City/State Zip

Telephone _____
Home Office

Employer: _____

Position: _____

Number of Years: _____

Supervisor: _____

Title: _____

Sponsoring TESA Affiliate: _____

Name of Affiliate President _____

Address of Affiliate President _____

Affiliate President Telephone _____
Home Work

Number of years a TESA member: _____ Number of years a local member: _____

Have you participated in Staff Training for Effective Management (STEM)?

		Yes	No
Phase I:	Managing Change	___	___
	Effective Office Practice	___	___
	Communication	___	___

Phase II:	Interpersonal Communication	___	___
	Personal Profile for Success (formerly Effective Communication)	___	___

Phase III: Please check if complete. ___ ___
If not complete, list numbers of hours completed by each part:
Part A ___ Part B ___ Part C ___

Date CEOP Certification received: _____

Updated: Current for ___ - ___ year.

A letter of recommendation from the sponsoring association stating contributions and/or accomplishments must be attached.

Educational and Professional Training

Name/Location of Educational Institution	Dates	Degree/Certification
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Employment

Name/Location of Educational Institution	Dates	Position
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Membership/Leadership in Educational and/or Other Professional Organizations

Name of Organization	Year	Office/Committee
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In-service/Courses/Workshops (within the last five years)

Name of Course/Workshop	Sponsoring Agency	Year	Number of Hours
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Additional information may be submitted on separate sheet

Signature of Nominee

Signature of Sponsoring Affiliate President

Application Deadline: March 15th

Return to:

Scholarship Chairman
TESA Central Office
PO Box 1565
Austin, TX 78767