



Équité et excellence en éducation
CASSA-ACGCS
Equity and Excellence in Education

DISTINGUISHED SERVICE AWARD

NOMINATION PACKAGE





GUIDELINES FOR SELECTING RECIPIENTS OF THE
CANADIAN ASSOCIATION OF SCHOOL SYSTEM
ADMINISTRATORS

DISTINGUISHED SERVICE AWARD

Purpose

1. The Distinguished Service Award is intended to recognize any active or recently retired Canadian Association Of School System Administrators (CASSA) member who has demonstrated outstanding ability and educational leadership, consistent with CASSA's vision, values and core commitments, at the provincial/territorial, and national and/or international levels.
2. Distinguished Service Awards are not meant to honour only individuals who have provided exemplary service to CASSA and are retired or nearing retirement. The CASSA Honourary Life Membership would normally be more appropriate for such individuals. However, these guidelines are not intended to exclude those approaching retirement from receiving the Distinguished Service Award.

Selection Process

1. The CASSA Executive Director shall receive nominations for the CASSA Distinguished Service Award between February 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/information to supplement the application may be submitted with the nomination.
3. The CASSA Executive Director shall send an annual notice soliciting nominations to the CASSA Board of Directors, including Presidents/Executive Directors/CEOs/Secretaries of CASSA affiliates, and to associate members. The notice will include this nomination package.
4. The CASSA Executive will consider all nominations received at reg_klassen@cassa-acgcs.ca by May 16.
5. The Executive will consider the suitability of candidates based on responses in the Nomination Forms and, if applicable, the one or two pages of additional information provided with the nominations.



CANADIAN ASSOCIATION OF SCHOOL SYSTEM ADMINISTRATORS

**DISTINGUISHED SERVICE AWARD
NOMINATION FORM**

Nominee Information

Name: _____ Business Address: _____
Present Position: _____

1. CASSA Membership

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

**2. List the nominee's leadership positions in educational administration.
(Maximum 3)**

- _____
- _____
- _____

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

- _____
- _____
- _____

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

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5. Indicate offices held in provincial/territorial, national, or international 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)

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

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

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

Some persons may be nominated with qualifications for which this instrument may be insufficient. If so, please attach a statement of two pages or less, which would cite the nominee's achievements and contributions, and justifying the nomination for the *Distinguished Service Award*.

Nominee Information

Name:	Phone Number:
Signature	Email Address: