

**Culpepper/Allen/Nesbitt
Award
For
NCAE Staff**

**All Nominations must be submitted by
Certified Mail by January 15 of each year
the Award is offered (every even year)**

North Carolina Association of Educators
Nomination Form Cover Sheet
(Culpepper/Allen/Nesbitt Staff Award)

Nominee's Name _____

Region or Department _____

REQUIRED ATTACHMENTS

1. Positive examples of nominee's personality traits
2. Evidence of personal or professional growth, commitment to NCAE goals, and contributions to public education

The typed document must be double-spaced, using a standard font style and size (12). The document should be grammatically correct and **no more than five pages** (including any separate inserts). **As nominator, be sure to include your name, mailing address, local, and role in local.**

Culpepper/Allen/Nesbitt Award for NCAE Staff

Please read carefully and follow the guidelines listed below which have been established by the NCAE Board of Directors for the nomination and selection of candidates for the Culpepper/Allen/Nesbitt Award for NCAE Staff. Any active NCAE member is encouraged to nominate a current or former NCAE staff member for the award. For more information, please contact the office of the NCAE President at 1-800-662-7924, ext. 200.

Qualifications

1. Demonstrated advancement of the NCAE mission of serving public school employees of North Carolina by increasing membership in a local, and/or empowering local leaders and/or, being innovative with programs that serve all members.
2. Must have been employed by NCAE (or NCEA/NCTA) for a minimum of 5 years.
3. Award recipients may be currently employed or former employees of NCAE

Procedures

1. Award recipients may be an individual or a group or individuals.
2. Award recipients may be nominated by an individual or a group of individuals.
3. Nominees must submit the Culpepper/Allen/Nesbitt Award application by January 15 of each year the award is offered. Nomination information must be mailed to the office of the NCAE President at: NCAE (Attn: NCAE President) 700 South Salisbury Street, Raleigh, NC 27601. The item must be sent certified mail. **The postmark date shall serve as evidence of compliance with the deadline date. Failure to meet this certified mail deadline will result in disqualification of the recommended candidate.**
4. If no qualified nominee is referred during a particular year, no award will be given. If no candidate is deemed worthy of the award, no award will be given.
5. Recipients will be honored at the NCAE convention in March in alternating years, with the first award being disseminated in 2008.
6. The NCAE Board of Directors, or a subcommittee thereof, will be responsible for evaluating and conferring the award.
7. The NCAE Board of Directors, or a subcommittee thereof, shall meet no later than four weeks following the receipt of all nominations.

AWARDS

1. There shall be one (1) staff award presented every two years by the NCAE Board of Directors to be presented at a time and place established by the board for that year's Annual convention.
2. The winner and guest(s) are invited to attend the convention as guests of the NCAE Board of Directors.
3. The NCAE Staff Award shall be a \$500 cash prize and a wall plaque.