



ARKANSAS EDUCATION ASSOCIATION

An NEA State Affiliate

DONNA MOREY, *President*
RICH NAGEL, *Executive Director*

1500 West 4th Street
Little Rock, AR 72201

Memorandum

Date: December 9, 2009

To: AEA Local Association Presidents
AEA Board of Directors

From: Mary Knight, Chair, AEA Local Associations, Membership and Member Benefits Committee
Donna Morey, AEA President
Rich Nagel, AEA Executive Director

RE: Outstanding Local and Outstanding Citizen Awards Program

For several years, the AEA has sponsored an awards program that recognizes an Outstanding Citizen as well as Outstanding Local Associations. As in the past, these awards will be presented during the AEA Representative Assembly, which this year is being held April 23-24, 2010.

The nomination forms are enclosed. The guidelines for both awards are noted on the nomination forms. Please review the guidelines thoroughly and note the **JANUARY 22 deadline** for submission.

The AEA Local Associations Committee will review all submissions. The Committee will then select a single Outstanding Citizen recipient. The Committee will also select an Outstanding Local Association in the small, medium and large membership categories. These awards are not to be confused with AEA's Membership Awards.

This awards program presents an opportunity for you to nominate your local association for its noteworthy activities and/or projects accomplished throughout the year. You may also nominate a citizen from your community to be recognized for his/her contributions to public education.

If you have any questions regarding the forms, contact Alice Canady (ext. 111) in the AEA office and she will be happy to assist you.

Thank you for all you do and we look forward to receiving your submissions.

MK/DM/RN:ac

cc: Steve Stewart, AEA Assistant Executive Director
AEA Local Associations, Membership, and Member Benefits Committee Members
Attachments(s)



OUTSTANDING CITIZEN AWARD



NOMINATION FORM

Please return by **JANUARY 22**, addressed to: Local Associations Award Program, Arkansas Education Association, 1500 West 4th Street, Little Rock, AR 72201.

Local Association: _____

President: _____

Address: _____
P.O. Box / Street

_____ City State Zip

Home Phone () _____ *School Phone* () _____

Name of Outstanding
Citizen Nominated: _____

GUIDELINES

The **OUTSTANDING CITIZEN AWARD** is designed to recognize an individual – not employed by a public school – who has made a significant contribution to public education during the previous calendar year, and as exemplified by one or a combination of the following:

1. Improved student achievement or curriculum
2. Contributed to the advancement of the profession
3. Promoted public education and/or school safety

Nominations for the award should be made in a letter format stating the name of the person and the reasons for the nomination.

Documentation supporting the nomination may include, but is not limited to, photographs, news clippings, video clips, newsletters, or letters of recommendation.

Submission of the form, letter and supporting documentation **MUST** be received at the AEA Headquarters in Little Rock by **JANUARY 22**.

THE ARKANSAS EDUCATION ASSOCIATION OUTSTANDING LOCAL ASSOCIATION AWARD

RULES

The *Outstanding Local Association Award* recognizes local associations for achievements in **ONE** or **MORE** of the following areas: Instruction and Professional Development, Public Relations and Communications, Membership, Political Action, and Employee Rights and Responsibilities.

Nominations must include a completed Official Outstanding Local Association Report Form, which highlights the local's involvement in the area that it wishes to compete for recognition. Failure to provide the completed Official Report Form for an area will disqualify the local from that area of competition.

In addition to the Official Outstanding Local Association Report Form, the local must submit supporting documentation to receive the maximum point value. Documentation can be, but is not limited to, photographs, news clippings, video clips, newsletters, and awards earned. This documentation will provide the Local Associations Committee with information to support its final decision.

There are six (6) competition categories, based on active membership:

Category 1	less than 50 members
Category 2	51 to 100 members
Category 3	101 – 250 members
Category 4	251 – 400 members
Category 5	401 – 600 members
Category 6	more than 601 members

All locals that submit an entry accept the decision of the Committee as final. All materials submitted to the Committee will be returned to the local association.

Submission of the form, letter and supporting documentation must be received at the AEA Headquarters in Little Rock **no later than January 22**. Any materials submitted after this date will not be considered.

(NOTE: Deadline changed to accommodate committee meeting date of January 30.)

OUTSTANDING LOCAL ASSOCIATION REPORT FORM

***PUBLIC RELATIONS
AND COMMUNICATIONS***

Name of Local Association: _____

**Maximum
Point Value**

4 1. _____ Newsletter published and on file at AEA.

4 2. _____ External media communications.

Provide examples of news releases, etc. Describe other efforts: _____

4 3. _____ Community Action Program maintained.

Type of activity

4 4. _____ Local action reports submitted.

Identify *Educator* issues: _____

4 5. _____ Attended local or other training sessions.

Name of local program: _____

Name of regional, state, or national training session and participants: _____

To be considered for the “Outstanding Local Association Award,” this form must be completed and returned with other supporting documentation to the Local Association Committee by January 22.



OUTSTANDING LOCAL ASSOCIATION REPORT FORM

MEMBERSHIP

Name of Local Association: _____

**Maximum
Point Value**

- 5 1. _____ Maintenance and recruitment.
- 5 2. _____ 80% membership or.....
 _____ 25% increase.
- 5 3. _____ Committee functioning before the first training session.
- 5 4. _____ Training participation.

Description of training program: _____

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OUTSTANDING LOCAL ASSOCIATION REPORT FORM

POLITICAL ACTION

Name of Local Association: _____

**Maximum
Point Value**

- 2.2 1. _____ Arkansas Committee for Children and Public Education (ACCPE) Committee
- 2.2 2. _____ Interview and support for candidates
- 2.2 3. _____ Frequent voter lists used
- 2.2 4. _____ Local lobbying network
- 2.2 5. _____ Efforts in elections

Briefly describe campaign efforts: _____

- 2.2 6. _____ Voter registration survey and campaign conducted
- 2.2 7. _____ ACCPE campaign conducted. Dollar amount _____
- 2.2 8. _____ Members informed
- 2.2 9. _____ Volunteer cards

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OUTSTANDING LOCAL ASSOCIATION REPORT FORM

***EMPLOYEE RIGHTS
AND RESPONSIBILITIES***

Name of Local Association: _____

**Maximum
Point Value**

- 5 1. _____ The local has an organized Professional Rights and Responsibilities Committee (PR&R).
- 5 2. _____ The local has a designated grievance representative or committee.
- 5 3. _____ The local has attended local or other training sessions on employee rights and responsibilities.

List names and dates of session: _____

- 5 4. _____ The local has assisted a member with a grievance or other job-related problem.

Describe efforts: _____

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