

faq

Frequently Asked Questions

What is the timeline for ACSA's Awards Program?

The awards program takes place over a calendar year, beginning in summer:

- **August:** Nominations are open online for the coming year's program.
- **January:** Nominations are due for all award categories through the online platform. Regions select their winners and State Finalists.
- **February:** State Finalist submissions are due to state ACSA.
- **Mid-March:** The Awards Committee meets to select Statewide recipients, which are approved by the Board. Every Student Succeeding honorees are submitted to state ACSA.
- **Late March:** State recipients for that year are announced.
- **June to November:** State recipients are featured in *EdCal* stories and online.
- **Early November:** State recipients are honored at the Leadership Summit Awards Ceremony and Every Student Succeeding Luncheon.

What is the deadline for submitting a nomination?

The deadline is in January for all award categories. Check for this year's deadline.

Where can I access the nomination portal?

The nomination forms for all ACSA awards can be accessed through <http://acsa.awardsplatform.com> or via the Awards Program website at www.acsa.org/awards.

The portal can be used on a desktop or any mobile device.

Who is on the State Awards Committee, and what is the process for recipient selection?

ACSA's immediate past Board president chairs the Awards Committee; the chair and four committee members (made up of past or current Board members) select the recipients, which are then approved by the Board of Directors.

Do all the nominations go to the regions first?

The Marcus Foster Memorial Award and the Ferd. Kiesel Distinguished Service Award nominations will go directly to the State Awards Committee.

The nominations for the Administrators of the Year (in 21 job-alike categories), Robert E. Kelly Award, Partners in Educational Excellence Award and Valuing Diversity Award are

first submitted to the regions. Only one State Finalist in each of these categories can be submitted by each region to State ACSA for consideration.

Each student honored as part of the Every Student Succeeding Program is chosen by the student's region (one student per region per year).

Do you have to be a current ACSA member to be eligible for a Statewide award?

It depends on the award. For the Administrator of the Year Awards, the Marcus Foster Memorial Award and the Valuing Diversity Award a nominee must be an active State ACSA member to be considered eligible. The exceptions are:

- The Ferd. Kiesel Distinguished Service Award (awarded to an individual; ACSA membership not required), and
- The Partners in Educational Excellence Award (recognizing a school-community partnership program).

Eligible nominees for the Robert E. Kelly Award must be State ACSA retired members, and must have been State ACSA retired members for three or more years.

What is required for a nomination?

For the Administrators of the Year, Valuing Diversity Award, Partners in Educational Excellence Award, Robert E. Kelly Award, Marcus Foster Memorial Award and Ferd. Kiesel Distinguished Service Award, you will be required to fill out fields for each of the award criteria.

You then have the option of attaching supporting documents, such as letters of support, newspaper articles or testimonials from colleagues, parents, students, ACSA leaders and so on. You are limited to uploading two supporting documents.

How many pages of supporting materials can or should I include?

The page number is no longer limited, as everything will be submitted digitally. However, there is a size limit to each supporting document of 500 KB, and we recommend keeping the page count to a minimum and focusing on providing excellent content, rather than excessive pages.

Where can I find archives of past recipients?

On the Awards Program website, under Award Recipient Archives, is a list of all past recipients by year.

Who do I contact if I have more questions?

Contact Emily Senecal, the Awards coordinator, at esenecal@acsa.org or (916) 329-3833.