



## MINNESOTA SCHOOL COUNSELORS ASSOCIATION

### NOMINATION REQUIREMENTS

**Packets not meeting to the following guidelines will be automatically disqualified.** Submit **four packets** of nomination materials (only one photograph) for each nominee. Each packet must be organized in the following order and contain these items:

1. Each complete packet must be stapled in the upper left-hand corner **ONLY**. Packets are not to be submitted in covers of any type.
2. The **nominee must be an MSCA member** – as of December 1<sup>st</sup> of the year prior to the Awards Recognition Gala. Membership will be checked through the MSCA membership consultant. This does not apply for the legislator of the year category.
3. One professional-quality photograph of the nominee must be submitted. The photo must be at least 2 x 2 inches, but large sizes are acceptable. The photograph must be clearly marked with the name of the nominee on the reverse side and submitted in a clear, plastic bag. Please do not submit photocopies of photos or photos pulled from newspapers or yearbooks. It must be an original print of the photo. Electronic submissions are acceptable as long as they are at least 300 dpi. Send electronic photos to the Awards Chairperson and indicate that is it for the Professional Recognition Awards. Also, indicate in your packet that you have submitted your photo electronically.
4. Each packet can include up to 16 pages front and back. The official MSCA nomination form is not part of the 16 pages. Winning packets are kept for MSCA files.

**Each packet must include the following:**

1. Official MSCA nomination form and checklist must be stapled as the cover for each packet. **This is the only acceptable cover page.**
2. Letter of recommendation from the **nominator**. **The nominator may be the Division school counseling association or any individual.** This letter should contain a brief description of the contribution for which the individual is being nominated. The nominator may be asked to present the award at the Recognition Gala if nominee is present.
3. Vita for the nominee (not more than two pages.)
4. Statement, not more than three pages, describing the program, activity or contribution demonstrating the individual's worthiness to receive the award. The program, activity, or contribution must have occurred **within the last 5 years.**
5. The remaining items are those of supplementary evidence and must be limited to no more than 10 pages. This must include four letters of recommendations/support and must include: one letter from the nominee's supervisor/administrator, one from a colleague and no more than two other letters of support. These "any two" letters may be from other administrators, colleagues, parents, students, community leaders, etc. (Note: Legislator nominees are not required to have letters of support from their supervisors.)
6. Also, in the supplementary evidence section, the nominator may submit any other evidence of the program, activity or accomplishment. Again, all of this evidence must have occurred within the last five years.

MSCA's Professional Recognition Committee selects the award recipients. The committee evaluates all written materials in the packet and may select no more than one recipient for each category. **The committee is not required to grant an award if there are fewer than three nominees.** The committee reserves the right not to present an award in any category when, in the committee's opinions, there is insufficient evidence of outstanding contribution. Once selected, award recipients will be notified so they can make plans to be present during the Recognition Gala to receive the awards.