



**20th Annual**

**DOLORES McCRACKEN**

**PSEA-ESP**

*Member of the  
Year Award*



# Dolores McCracken

## PSEA - Education Support Professional Member of the Year Award

### Purpose

Dolores McCracken, the first ESP member in the history of PSEA to serve as the organization's President, began her career as a paraprofessional in the Council Rock School District. Dolores was a respected and beloved member/leader who dedicated her life to public education. To honor Dolores' enthusiasm and celebrate her substantial achievements, the PSEA House of Delegates voted to have the annual award of the ESP Member of the Year bear her name as a tribute to her outstanding service.

ESP members in Pennsylvania have been formally organized since 1972. Each and every year, sometimes several times a year, we at PSEA hear and receive wonderful reports of the outstanding work, community service, and dedication of many of these members.

The "Dolores McCracken PSEA ESP Member of the Year Award" is presented to a PSEA member who demonstrates outstanding accomplishments and reflects the contributions of ESP to public education. The recipient of the "Dolores McCracken PSEA ESP Member of the Year Award" will then be nominated for the National Education Association ESP of the Year Award.

### Criteria

Individuals nominated must have been a PSEA member for three years as of the September of the award year.

*Individuals should show outstanding effort and/or accomplishment in the following areas:*

1. **Professional Practice:** Describe the worksite responsibilities and personal achievements the nominee has made in his/her classification or field. How has the nominee demonstrated leadership, creativity, and innovation at the worksite? How has the nominee's professional growth made a difference for the school, the students, and the community?
2. **Advocacy and Association Involvement:** In what ways does the nominee serve as an advocate in the day-to-day education process, for members, for the profession, and for public education? How has the nominee's involvement in the National Education Association or NEA affiliate(s) contributed to his/her success as a professional? How would the nominee persuade a new colleague to join or become more active in the Association?
3. **Community Engagement:** Specify in detail how the nominee has been involved in promoting public education in the community. In what other ways is the nominee involved in community activities/projects?
4. **Personal Achievement:** How has involvement in Association and community activities enabled the nominee to meet his/her own personal goals? What advice would the nominee give to someone entering the profession?
5. **Enhancement of ESP Image:** Describe in detail how the nominee's activities have enhanced the image of Education Support Professionals at the worksite, in the Association, and in the Community.

### Nomination Procedure

- ✓ Nominees may be nominated by any PSEA member in good standing; by any local of PSEA, or by the ESP Executive Board.
- ✓ Nominations must be accompanied by a completed "Nomination Data Sheet" (enclosed).
- ✓ Nominations must be received in the PSEA-ESP Region office no later than the close of business September 15th of any given year.
- ✓ All nominations should be copied to the member being nominated, the local association, and the ESP President.

# Contents of Nomination

Nomination packages must include all of the materials listed below, in the specified order.

Formatting instructions for all materials:      12-point type  
   Double-spaced  
   1 inch margins all around  
   **Handwritten information is NOT allowed.**

All forms are also available electronically at <http://psea.org/esp>

Nominations that do not conform to deadlines and format specifications **will be disqualified.**

**1. Data Sheet - (Limit 1 page maximum) Fully complete nominee information and affiliate information. The Data Sheet should be marked “Page 1” of your packet, with the following pages numbered consecutively from there.**

**2. Nomination Letter - (Limit 5 pages maximum) Nomination letter must address each of the five criteria listed below. Please set off each area with the criteria heading to aid the Selection Committee in their reading.**

- ◆ **Professional Practice**
- ◆ **Member Advocacy and Association Involvement**
- ◆ **Enhancement of ESP image**
- ◆ **Community Engagement**
- ◆ **Personal Achievement**

**3. Letters of Endorsement - (Limit three letters, 2 pages maximum, must be submitted with all other materials) Nominees may include up to three letters of endorsement. Letters should be from those who know the nominee well, such as association leaders, colleagues, current or former students, parents of students, community members, etc. Letters must note how long the writer has known the nominee and in what capacity the writer is able to comment on the nominee’s professional, association, and/or community work.**

## Submission Guidelines

1. Number the pages of the entire package consecutively, starting with the Data Sheet as page 1.
2. Paper clips are acceptable.
3. Do not use covers or other decorative packaging.
4. Include only the materials requested in these guidelines.
5. Keep a copy of all submitted materials.

# Selection of the Award Winner

All nominations received by PSEA ESP Region by the designated date will be reviewed for completeness and certification of membership. Eligible nominations will then be processed by the PSEA ESP Region Awards committee.

The Awards committee will be made up of at least one ESP member, one president of an ESP Local, and one ESP Board member.

The selection made by the committee will be presented to the ESP Region Board of Directors for consideration and approval.

The 2019 award will be presented to the selected member at the PSEA House of Delegates in December.

The person selected as the PSEA Dolores McCracken PSEA ESP Member of the Year will then be submitted to NEA for consideration for the NEA ESP of the Year Award by December 15 of the award

# **DOLORES McCRACKEN PSEA ESP Member of the Year 2019 Nomination Data Sheet**

**Nominations must be received  
By September 13, 2019**

*All nominations must be sent to:*

Candace Kuba, PSEA  
400 North Third Street, P.O. Box 1724  
Harrisburg, PA 17105-1724

For further information call 1-888-369-9431

I hereby nominate \_\_\_\_\_ for the *Dolores McCracken PSEA ESP Member of the Year 2019* award.

Nominee's Full Name \_\_\_\_\_ PSEA Member ID# \_\_\_\_\_

Nominee's Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Local Affiliate \_\_\_\_\_

Nominator \_\_\_\_\_

Signature of Nominator \_\_\_\_\_

Local Affiliate \_\_\_\_\_

Nominator's Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

For further information, whom can we contact?

\_\_\_\_\_  
\_\_\_\_\_

***All nominations will be evaluated on the basis of the criteria stated in the Dolores McCracken PSEA ESP Member of the Year Award brochure.***

## **Nomination Criteria**

Any member being nominated must have been a member of PSEA for three years as of September of the Award Year.

Nominees should fulfill the criteria specified on the awards information sheet in this packet. The reasons for the nomination should be given in the nomination letter. Please be specific in explaining how and why you are nominating this person.

