

## **GUIDELINES FOR SELECTING RECIPIENTS OF THE DISTINGUISHED AWARD**

1. Nominations for the CASA Distinguished Service Award will be received between October 1 and May 16 for awards to be presented at the Annual Conference in July each year. Nominations received after May 16 will be considered only by consent of the Council.
2. All nominations shall be made on a form provided by CASA. No more than an additional two pages of data must be submitted with the nomination.
3. CASA members, through their provincial affiliates shall submit nominations. Affiliates shall rank-order nominations before forwarding them to the CASA office.
4. Associate members may send nominations directly to CASA.
5. An annual notice soliciting nominations shall be sent by CASA to members of the CASA Council, the presidents and Elective Directors/Secretaries of CASA affiliates, and to associate members. The notice will include nomination forms and the selection guidelines.
6. The CASA Executive will consider all nominations received at the CASA office by May 16.
7. The CASA Executive will recommend a maximum of five candidates to the CASA Council at its winter meeting. Four candidates shall be nominated on the basis of the recommendations of the affiliates and the Executive Committee may recommend a fifth candidate.
8. The Executive will consider the suitability of candidates based on response to the items contained in the Nomination Forms and, if applicable, to the one or two pages of additional information provided with the nominations. The rank ordering by affiliates will also be taken into account.
9. The Distinguished Service Award is intended to recognize any present or recent CASA member who has demonstrated outstanding ability and leadership.
10. Distinguished Service Awards are not meant to honour only individuals who are retired or nearing retirement. CASA Honorary Life Membership would normally be more appropriate for such people, although these guidelines are not intended to exclude those approaching retirement from receiving the Distinguished Service Award.

# DISTINGUISHED SERVICE AWARD NOMINATION FORM

NAME OF NOMINEE:

CURRENT ADDRESS:

---

PRESENT POSITION:

- 1 **List leadership positions in educational administration. (Maximum of 3)**
- 2 **List significant accomplishments of nominee. (Maximum of 3)**
- 3 **Indicate honours that nominee has received (local, provincial, national). (Maximum of 3)**
- 4 **What has nominee done to advance educational administration or education in the province or in the board served? (Cite a maximum of 3 specifics)**
- 5 **What contribution has nominee made to education or educational administration that has had a national impact?**
- 6 **List any published writing or presentations (workshops, seminars, conventions) provincially or nationally.**
- 7 **Indicate offices held in provincial education organization. (Maximum of 3)**
  - Office: \_\_\_\_\_ Organization: \_\_\_\_\_
  - Office: \_\_\_\_\_ Organization: \_\_\_\_\_
  - Office: \_\_\_\_\_ Organization: \_\_\_\_\_

**8. Indicate offices held in national education organizations. (Maximum of 3)**

Office: \_\_\_\_\_ Organization: \_\_\_\_\_

Office: \_\_\_\_\_ Organization: \_\_\_\_\_

Office: \_\_\_\_\_ Organization: \_\_\_\_\_

**1 Indicate other professional or personal responsibilities of significance that were assumed by nominee. (Maximum of 3)**

**2 Some persons may be nominated with qualifications for which this instrument is inappropriate. If so, attach a statement of two pages or less which would cite the person's achievements justifying nomination for the Distinguished Service Award.**

**3 The nominee has been a member of CASA for \_\_ years. Give dates of membership, if known: \_\_\_\_\_**

**NOMINATION SUBMITTED BY:**

**RETURN TO: CASA**

1123 Glenashton Drive Oakville,  
ON. L6H 5M1  
Telephone: (905) 845-2345  
Fax: (905) 845-2044

---

