

**NOMINEE'S
APPLICATION PACKET**



EXL AWARD

**Jointly sponsored by
XEROX CANADA LTD.
and the
Canadian Association of School Administrators**

EXL AWARD

**A Program to Recognize Excellence
among Members of the Superintendency**

**Jointly sponsored by XEROX CANADA LTD. and the
Canadian Association of School Administrators**

The EXL Award Program is based on three premises:

- It is important that the dedication and enthusiasm of administrators who guide children's educational experiences be acknowledged. Recognition is a powerful instrument for building pride in accomplishment and continued determination to pursue excellence.
 - The scope and quality of children's educational experiences are determined primarily by the system's leaders, who establish, through the important work of teachers and the support of school boards and caring parents, the character of a particular school system's programs.
 - Children's attitudes toward learning and their perceptions of themselves as lifelong learners are established in their school years. Effective leadership, mentoring and modeling determine whether the school jurisdiction effectively creates this environment.
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TO BE COMPLETED BY NOMINEE'S EMPLOYER

NOMINEE'S CERTIFICATION FORM

The purpose of this form is to advise the administrator's employer that he/she has been nominated to be an **EXL** winner. It also indicates that the employer understands the following obligations and responsibilities inherent in acceptance of the award.

- The provincial and national recipients will be expected to travel to and from the site of the CASA Annual Conference to participate in the special recognition ceremony
- The Canadian Association of School Administrators will provide three nights' lodging for the national honoree. The national winner will receive a life membership in CASA.
- Costs for travel and meals are assumed by the school district, the nominee, or other provincial or local sources.
- The Canadian Association of School Administrators will reimburse the national recipient their registration fee for the CASA annual conference for the year in which the award was received

This is to certify that I acknowledge and endorse the nomination of:

_____ (Nominee's Name)

for the EXL Award representing:

Employer's Name and Title (type or print)

Signature Date

School District/Organization

Mailing Address

City/Town State County Zip

()

Area Code and Phone Number E-mail address

GUIDELINES FOR SELECTING RECIPIENTS OF THE EXL AWARD

1. Nominations for the CASA/XEROX CANADA LTD EXL 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 16th will be considered only by consent of the Executive Council.
2. All nominations shall be made on a form provided by CASA. No more than an additional two pages of data may be submitted with the nomination.
3. CASA members, through their provincial affiliates shall submit nominations. Individual CASA members can make the nominations or the provincial affiliates can make their own nominations.
4. 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.
5. The CASA Affiliates will consider all nominations received at their office by May 16th. The CASA Executive will consider all Affiliate recipients for the national award.
6. The Executive will consider the suitability of candidates based on response to the items contained in the Nomination Forms and in the one or two pages of additional information provided with the nominations.
7. The EXL Award is intended to recognize any present CASA member who has demonstrated outstanding ability and leadership.
8. Affiliate winners will be selected by a panel consisting of the Affiliate Executive Director, a recently retired Affiliate member and a Xerox representative appointed by Xerox Canada Ltd.
9. The National EXL winner will be selected by a panel consisting of the CASA Executive Director, the Executive Director of the host province affiliate, 2 representatives from Xerox Canada Ltd.

EXL 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: _____

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

10. Some persons may be nominated with qualifications for which this instrument is inappropriate or insufficient to give a full sense of the nominee's contributions to education. As a result, please attach a statement of two pages or less which cite the person's achievements justifying nomination for the EXCEL Award.

**11. The nominee has been a member of CASA for _____ years.
Give dates of membership, if known: _____**

NOMINATION SUBMITTED BY:
