

NASP SCHOOL PSYCHOLOGIST OF THE YEAR HINTS FOR NOMINATORS & CANDIDATES

Letters of Support

- Ask a variety of people (students, teachers, colleagues, administrators, community support personnel, parents, etc.) to write letters of support. The committee prefers to see a variety of letter writers rather than all school personnel.
- Descriptions of the domains of school psychology practice are located with the other award materials on the Web, as well as in the Standards for Training and Field Placement Programs in School Psychology that can be found on the NASP website. Please feel free to share the domain descriptions with those who will be writing letters.
- It is not necessary to have letters of recommendation or support on letterhead.
- If letters of support are more than one page, the awards chair will determine which page will be sent to the committee.

Essay Questions

- Please include your name and the page number in the header or footer on your resume and essay questions.

Résumé or Vita

- Please remember to include presentations you have made to a school staff, parent group, district staff, community members, etc. Include the topics, audiences, and dates of presentation.
- Also remember to include articles you have written for school or district newsletters, your local newspaper, your state association newsletter, etc., when listing references for publications.

General

- Please use a one-inch left margin on all materials, so there is room to punch holes in them for committee member notebooks.
- Make sure the nominee is a NASP member or is willing to become a member for the 2009–2010 fiscal year.
- Incomplete files will not be reviewed. A file will be considered incomplete if one of the documents is missing, or if the nominee is not a NASP member or does not meet the “who is eligible” guidelines.
- Materials must be postmarked by July 15th, 2009, and mailed to Karen O’Brien, Awards Chair, P.O. Box 946, Gold Beach, OR 97444.
- Documents required for School Psychologist of the Year nominations:

1. Nominator and Candidate contact information sheet
2. Nomination Statement by state association president, NASP delegate, or presidential designee
3. Candidate's two essay question responses (**MUST** be written by the candidate.)
4. Candidate's résumé
5. Four letters of support