

## SPECIAL RECOGNITION AWARDS GUIDELINES

The official NEA-New Mexico Awards are:

- Advocate of the Year
- Education Support Professional of the Year
- Human and Civil Rights Award
- Hall of Fame
- New Mexico Teaching Excellence
- Friend of Education
- Business Friend of Education
- Parental Involvement Award
- Special Awards

The Board of Directors, at its discretion, may grant Special Recognition Awards.

Procedures for all NEA-New Mexico Special Recognition Awards shall be coordinated through the Recognition Committee and approved by the Board of Directors by following the guidelines outlined:

1. The deadline for submission of nominations with the exception of NM Teaching Excellence Award shall be postmarked no later than the **last Friday in February** of each year by the region chair. No late nominations will be accepted. Each region may submit one nomination for each category of awards with the exception of the Hall of Fame.
2. For the Teaching Excellence Award, forms are due to the region chair postmarked no later than the **Monday before Thanksgiving**. Region Chairs must submit all materials to Santa Fe headquarters postmarked no later than the **first Friday of December**.
3. Region chairs shall submit nominations to the NEA-New Mexico State President or his/her designee at NEA-New Mexico headquarters in Santa Fe on the appropriate form (attached) supported by appropriate supplementary materials. Region chairs must write on the outside of the envelope: "Award Nomination(s) Enclosed".
4. A previous state nominee for a region who did not receive one of the state's Special Recognition awards may be resubmitted for consideration.
5. Announcement of the Board of Director's decision will be made in the Spring. All awards will be presented at Delegate Council except the NEA-New Mexico Hall of Fame.
6. NEA-New Mexico will provide a plaque to all state honorees.
7. While completing the nomination forms, members should be specific and use only the allocated space to list the involvement and contributions made by the nominee. Include with the nomination form no more than three (3) pages of supporting documentation such as newspaper clippings or special recognition given to nominees and no more than three (3) letters of support. A statement (not to exceed one (1) typed page) from the nominator of the nominee must be attached supporting the worthiness of the nominee for the award.

8. Those awardees eligible for membership dues reimbursement will receive a NEA-New Mexico check for state dues during the Fall presentation of awards.

**A. Advocate of the Year**

1. The NEA-New Mexico Advocate of the Year shall be presented to one member who is a current active member of NEA-NM at the time of nomination.
2. The Board of Directors will choose from the region award recipients.
3. The award at the region and state level is to honor exemplary program delivery in any NEA-New Mexico area (i.e. education issues, communications, political action, employee rights, etc.)
4. NEA-New Mexico will reimburse the honoree's state membership dues for the upcoming year.

**B. Education Support Professional of the Year**

1. The NEA-New Mexico Education Support Professional of the Year Award shall be presented to one member who is a current active ESP member of NEA-NM and has been presented an ESP of the Year Award at the region level.
2. The award at the region and state level is to honor exemplary service to education, the Association, children, and the community.
3. The NEA-New Mexico ESP of the Year who receives the award at the Delegate Council shall be NEA-New Mexico's nominee for the NEA ESP of the Year the following school year. In the event the nominee no longer qualifies for active ESP membership, the Board of Directors will select an alternate to submit for the NEA ESP of the Year Award.
4. NEA-New Mexico will reimburse the honoree's state membership dues for the upcoming year.

**C. Human and Civil Rights Award**

1. The NEA-New Mexico Human and Civil Rights Award shall be presented to one member who is a current active member of NEA-NM at the time of nomination.
2. The Board of Directors will choose from the region award recipients.
3. The award at the region and state level is to recognize an active member who advocates for equal opportunities for all students.
4. State or Region nominees may be submitted to NEA for recognition through the NEA Human and Civil Rights program in the appropriate category.
5. A donation of \$250.00 will be made by NEA-NM in the name of the honoree to a local, state or national organization/program of the honoree's choice. The recipient shall be a promoter of Human and Civil rights and a supporter of NEA's core values. Final approval of the recipient will be made by the NEA-NM Board of Directors and/or the Leadership team.

#### **D. Hall of Fame**

1. The NEA-New Mexico Hall of Fame Award shall be presented to a retiree who was active member in NEA-NM at the time of normal retirement and who has been retired for a minimum of two (2) years, retired with disability retirement, or died while an active or retired NEA-NM member. The award may be presented posthumously.
2. The award at the region and state level is to honor action or commitment to public education in New Mexico and active leadership in NEA.
3. The number of honorees eligible for State Hall of Fame from a region shall be equal to the number of Board of Directors members elected from that region.
4. A nominee must have been a member of the Association at the time of retirement from the field of education in New Mexico [or at the time of death] as an active public school employee.
5. If a region chair fails to submit its nomination(s), the Board of Directors may choose a recipient(s) from that region.
6. The Board of Directors may choose an honoree(s) in addition to those nominated by the region for induction into the Hall of Fame in recognition of exemplary service on a statewide basis.
7. Hall of Fame inductees shall be honored at a reception preceding the Delegate Council.

#### **E. New Mexico Teaching Excellence Award/NEA National Foundation Award**

The New Mexico Teaching Award is given to a member recommended by the Board's Recognition Committee and approved by the NEA-New Mexico Board of Directors from a list of region finalists.

Each region selects a region nominee to compete for the state award. Each region nominee receives a \$250 award from NEA-New Mexico, except for the region nominee chosen for the state award. The state awardee receives \$1,000 from NEA-New Mexico and becomes NEA-New Mexico's nominee for NEA's National Foundation Award for Teaching Excellence.

#### **F. Friend of Education**

1. The NEA-New Mexico Friend of Education Award shall be presented to one individual or group outside of the Association or the field of education.
2. The award at the region and state level is to honor exemplary service to education, the Association, children, and the community.

#### **G. Business Friend of Education**

1. The NEA-New Mexico Business Friend of Education Award shall be presented to one business entity or organization honoree outside of the Association or of the field of education.
2. The award at the region and state level is to honor exemplary action or commitment to public education in New Mexico.

#### **H. Parent Involvement Award**

1. The NEA-New Mexico Parental Involvement Award shall be presented to one parent(s) or person(s) serving as a parent.
2. The award at the region and state level is to recognize and honor the role parents play in the education of their children through involvement in the education process.

#### **I. Special Awards**

The Board of Directors may, at its discretion, grant special recognition awards in order to recognize members, public officials, or other individuals, groups, or organizations for exemplary service to public education and/or the Association.