



California School Employees Association

GENERAL INFORMATION BULLETIN

January 13, 2012

General Information Bulletin No. 6-12

2012 MEMBER OF THE YEAR AWARDS

Action item for chapter presidents: Make members aware of the guidelines and procedures for handling nominations.

A. SUBJECT MATTER

The purpose of the CSEA Member of the Year Program is to recognize the commitment and dedication of classified employees to the students of California, community involvement, and activism in our fine union.

Form

The Awards Committee has designed a simplified nomination form which makes it easier to write why you believe the nominee deserves the recognition. The form and all pertinent information pertaining to the Member of the Year Program are available on www.csea.com and on the Awards Committee's official website. An application is enclosed.

Deadline

Nominations must be postmarked no later than Sunday, April 1, 2012.

Number of Awards

There will be five awards given with no restrictions on the number of nominees that can be submitted.

Criteria

Nominees must be an active member in good standing. You will be asked to provide job-related skills, examples of outstanding character, community involvement, and to what extent they are active in the chapter. For example, how much do they volunteer to support the activities of the local chapter, etc.

If you have any questions, please feel free to contact any member of the Awards Committee or committee coordinator, Jody Bell, at (800) 632-2128, ext. 1234, or at jbelle@csea.com.

Remember to **fully** describe your nominee's outstanding qualities. Refer to the following example of how critical full explanations can be in awarding points.

(continued)

Here's a sample of a winning nomination:

Right: "I wish to nominate Joe Member because there is no more committed classified employee and union activist in our chapter. He goes the extra mile to not only ensure that classrooms are regularly cleaned and supplies stocked, but also sets up the meeting room for our chapter every month in the same efficient manner. Those things needing immediate attention for safety reasons are brought to the appropriate person for quick response. He mentors at risk students who might pursue a career in the maintenance and operations field by allowing them to shadow him and learn skills. They know he cares by his compassionate attitude and how he never turns away students who want to talk to him."

Wrong: "Joe Member is a really hard worker and deserves recognition."

B. REQUIRED ACTION

1. **By Chapter Presidents:** Promote the program within the chapter and encourage nominations for deserving members. All forms must be completely filled out and postmarked* by April 1, 2012 to:

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AWARDS COMMITTEE/MEMBER OF THE YEAR PROGRAM
2045 Lundy Avenue
San Jose, CA 95131

2. **By Regional Representatives and Labor Relations Representatives:** This is an item for discussion at RPM meetings and chapter meetings.

**please note: forms can be faxed to 408 432-6249, but it is your responsibility to verify the faxed nomination form has been received by calling 800 632-2128, ext. 1262.*

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION



Dave Low
Executive Director

DL:JB:rc:mb

Attachment: Member of the Year Awards Program Nomination Form

DISTRIBUTION:

(For Action) Chapter Presidents, Regional Representatives

(For Information) Board of Directors; Alternate Area Directors; Assistant Regional Representatives; Chairpersons & Members, Standing Committees; Regional Political Action Coordinators; Regional Public Relations Officers; Retiree Unit Executive Board; Retiree Council Presidents; Life Members & Honor Roll Recipients; All Staff

PREVIOUS BULLETIN INFORMATION:

GIB 5-12, dated 1/13/12 and titled, "Scholarship Awards 2012" was given general distribution.

**California School Employees Association
MEMBER OF THE YEAR AWARDS PROGRAM
Nomination Form**

(Nomination void if completed by any CSEA staff member or if any requested information is not provided.)

Name of Candidate _____ **Date** _____

Home Address _____ City _____ Zip Code _____

Work Address _____ City _____ Zip Code _____

(_____) _____ (_____) _____
Home Telephone _____ Work Telephone _____

Chapter Name _____ Chapter Number _____

School District/Employer _____

District/Employer Address _____ City _____ Zip Code _____

Job Title of Candidate _____ Department _____

Name of District Superintendent/Employer _____ Phone _____

Name of Candidate's Immediate Supervisor _____ Title _____ Phone _____

Mailing Address _____ City _____ Zip Code _____

Signature of Chapter Officer _____ Officer Title _____ Contact Phone Number _____

Name of Nominator _____ Address _____ City _____ Zip Code _____

DISQUALIFICATION WARNING: It is the responsibility of the person filling out this nomination form to see that all pages are COMPLETELY filled out with NO blanks, and that it is on the CORRECT form.

**NOMINATIONS MUST BE POSTMARKED BY
MIDNIGHT, APRIL 1, TO:**

California School Employees Association
Attn: Awards Committee
2045 Lundy Avenue
San Jose, California 95131

**Faxes will be accepted as long as they meet
the April 1st deadline.
Fax to 408-432-6249 and call
(800) 632-2128 x1234 to verify receipt of fax.**

NOTE: Each section must be completed by different individuals to comply with policy language.

SECTION 1. **JOB RELATED FACTORS** (to be completed by either co-worker, supervisor/manager or CSEA officer). **Describe examples** of how this nominee is motivated and interested in the job, willing to support/cooperate with others, is committed to the high standards of performance and exemplifies professionalism at all times.

Name and Title

(Use additional paper if needed)

Date

SECTION 2. **CHARACTER FACTORS** (to be completed by either co-worker, supervisor/manager or CSEA officer). **Describe** how the nominee is involved in the community through volunteerism, promotes unity within the workplace, produces positive results for students, and projects a positive image.

Name and Title

(Use additional paper if needed)

Date

SECTION 3. **UNION INVOLVEMENT** (to be completed by chapter officer or member of local chapter). **Describe** how the nominee is involved in the chapter activities, such as committee/offices, works to increase membership or improve member morale, or other outstanding involvement.

Name and Title

(Use additional paper if needed)

Date

SECTION 4. **OUTSTANDING QUALITIES** (to be completed by appropriate person as determined by the nominating member i.e., co-worker, supervisor, manager). Please **describe** to us what makes this nominee such an outstanding member and that sets him/her apart from other chapter members.

Name and Title

(Use additional paper if needed)

Date
