

HINTS FOR NOMINATORS

Verify that the nominee is a CASP member.

One individual should coordinate the nomination, provide a nomination statement and serve as primary contact for your nomination.

Persons writing letters of support & nomination statement should **include specific information** about **skills or activities** the nominee has exhibited or performed. ***Remember that the people who review the nominations may not know your nominee!***

Ask a variety of people (students, teachers, colleagues, administrators, community support personnel, parents, etc.) to write letters of support.

At least one letter of nomination must be from a school psychologist. Nominations for the Nadine Lambert Outstanding School Psychologist Award must also include a verification from the candidates supervisor.

Letters of recommendation or support do NOT have to be submitted on letterhead. However, they **must** include contact information for the writer, including an address and/or phone number.

Please do not submit copies of reports, sample workshop handouts, etc. Instead, please describe your candidate's qualities in narrative form.

Incomplete files will not be considered. A nomination will be considered incomplete if documents are missing, if the person is not a CASP member, or does not meet the "who is eligible" guidelines.

Submitting Documents Electronically

Required forms are available on the CASP website. In order to reduce costs and save our natural resources, nominators are encouraged to submit materials electronically, rather than via hard copy. This will also reduce transit time, since nominators will not have to rely upon UPS, FedEx or the US Postal Service.

There are a number of ways to do this; these include scanning the document and submitting it as a .pdf file, or electronically signing it and submitting it as a document in a format such as Word. Either of these formats may be attached to an email and sent to the CASP office at memberservices@casponline.org. Please indicate "Award Nomination" in the Subject line.

Deadlines and Details

All nomination materials must be received by **December 9**. Documents must be submitted via hard copy or via email (preferred) to memberservices@casponline.org¹. Please see above for additional information regarding electronic submission of materials.

¹ Hard copies may be submitted to CASP Awards Committee; 1400 K Street, Suite 311, Sacramento, CA 95814