

## GEORGIA ASSOCIATION OF EDUCATIONAL LEADERS

### “Carolyn Abercrombie” OUTSTANDING EDUCATIONAL SUPPORT STAFF AWARD

#### Rules

GAEL may honor an “Outstanding” school or school system secretary, bookkeeper, registrar, administrative assistant or other support staff member at the annual Secretary/Support Staff Conference. Each honoree will receive appropriate recognition. The Award is named in recognition of long-time GAEL employee Carolyn Abercrombie.

#### Nominee Qualifications:

1. An employee for at least one full year in the school/school district from which she/he is nominated.
2. Possess a record of service for the profession of education that is considered exemplary.
3. Exhibit leadership characteristics that are considered a positive role model for others.
4. Has participated in the GAEL Secretary/Support Staff Conference at least once in the past three years.

#### Selection Criteria\*:

- Examples of effective leadership and management skills
- Examples of how new ideas and projects have been implemented
- Examples of contributions to the profession of education
- Professional growth activities in which the nominee has participated

#### Additional Requirements:

Nominations must be made by a current member of GAEL.

Nominee’s direct supervisor and superintendent (or designee) must be notified of the nomination.

Applications must be complete in order to be considered. The application consists of the nomination form, a two-page (maximum) summary of activities related to the selection criteria\* listed above, and a resume’ (three page limit) of the nominee’s professional career. Applications not adhering to the criteria will not be considered.

#### Deadline:

The application packet must be received in the GAEL office by 4:00 p.m., **September 10, 2009**. Mail to GAEL, Attn: Robin Edwards, 5634 Atlanta Hwy., Suite 300, Flowery Branch, GA 30542; fax to 770-967-2021; or send as email attachment to redwards@gael.org.

#### Selection Committee:

The selection committee is made up of selected representatives of GAEL Departments.

**GEORGIA ASSOCIATION OF EDUCATIONAL LEADERS**  
**“Carolyn Abercrombie” OUTSTANDING EDUCATIONAL SUPPORT STAFF AWARD**

**Nomination Form**  
(Please type)

**Note: Person making nomination must be a current member of GAEL.**

Name of Nominee: \_\_\_\_\_

Position: \_\_\_\_\_

School System: \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Number of years nominee has served in:

Education: \_\_\_\_\_ This school system: \_\_\_\_\_ Current Position: \_\_\_\_\_

Has the nominee attended at least one GAEL Secretary/Support Staff Conference within the past 3 years?  
Yes/No: \_\_\_\_\_

Name and Title of person making this nomination\*: \_\_\_\_\_  
\*Must be a member of GAEL.

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of nominee’s supervisor indicating awareness of this nomination: \_\_\_\_\_

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**NOTE: To be considered, the following must be included with this nomination form:**

- 1. Nominees’ resume’ (three pages maximum).**
- 2. A typed narrative (two pages maximum) responding to these four selection criteria:**
  - **Examples of effective leadership and management skills**
  - **Examples of how new ideas and projects have been implemented**
  - **Examples of contributions to the educational leadership profession**
  - **Professional growth activities in which the nominee has participated**

Date submitted: \_\_\_\_\_ Date received in GAEL office: \_\_\_\_\_

**Deadline for receipt in the GAEL office: 4:00 p.m., September 10, 2009**  
**GAEL, 5634 Atlanta Hwy., Suite 300, Flowery Branch, GA 30542**  
**Phone: 770-967-2050 Fax: 770-967-2021 redwards@gael.org**