

**Pennsylvania Association of Pupil Services Administrators**  
**NOMINATION DETAILS**  
**2018 ROBERT B. CORMANY AWARD OF EXCELLENCE**  
**STUDENT SERVICES PROGRAMS**

It's nice to say "great job" to a staff member for their hard work and dedication in person or via email. Now is your opportunity to take this a step further and recognize them at the State Level. The Pennsylvania Association of Pupil Services Administrators supports all student services staff, groups, and initiatives and feels passionate that they should be recognized for their creativity, as well as their behind the scenes and front-line work. Please take a moment to fill out this EASY RECOGNITION FORM.

### **Timeline**

- Award nominations for 2018 are announced as being open in December 2017 via PupilServ and Penn\*Link
- All nominations must be received prior to February 1, 2018
- Selection Committee reviews applications during February, 2018
- Phone interview to top contenders on or about March 1-5, 2018
- Selection of winner and notification of award by March 15, 2018
- Present award at the PAPSA Annual Conference on April 12, 2018

### **Procedures**

- PAPSA will provide the award in the form of a plaque or some other appropriate item.
- Nomination forms will be available through the PAPSA website or by contacting the Executive Director at [papsa@ptd.net](mailto:papsa@ptd.net).
- Members of the Selection Committee will conduct a phone call to the nominator to gather more details for determination of recognition.
- The Selection Committee will meet to determine the final recipient of the award.
- All applicants will be notified of their status on or about March 15, 2018.
- Finalists who are not chosen to receive the award will receive a certificate attesting to their status as finalists.

## **Criteria for Nomination**

Nominations will be open to any student services staff in any educational entity within the Commonwealth, whether public, private, cyber, vocational or charter.

The nomination should recognize any program that is generally thought to be part of student services (health services, school counseling, psychological services, social worker etc.) or recognize any individual that is a staff member of the student services department or initiative (mental health, suicide prevention, anti-bullying, etc.) facilitated by student services staff. The initiative may be district-wide or found within a single school or even a single grade level.

In support of the nomination, the entity must describe what factors make its student services program, individual or initiative worthy of consideration for the award. The criteria for final selection as attached should serve as guidelines for preparing the application.

Nominators must agree to participate on a phone conference, if requested, with members of the Selection Committee to discuss the nomination(s).

The winning entity (nominator and recipient(s) of award) will be invited to attend the 2018 PAPSA Annual Conference to receive the award during the Thursday, April 12, luncheon and provided the opportunity to respond to the recognition.

EASY NOMINATION FORM  
STUDENT SERVICES PROGRAM  
2018 ROBERT B. CORMANY AWARD OF EXCELLENCE  
(TYPE OR PRINT ALL INFORMATION)

NAME OF INDIVIDUAL STUDENT SERVICE STAFF, STUDENT SERVICES GROUP or  
STUDENT SERVICE INITIATIVE BEING NOMINATED:

DESCRIPTION OF WHY THIS RECOGNITION IS BEING MADE:

NOMINATOR INFORMATION:

NAME:

PHONE NUMBER

E-MAIL ADDRESS:

MAILING ADDRESS:

Return this form along with the attached descriptor pages to the following address:

Dr. Douglas C. Arnold  
PAPSA Executive Director  
papsa@ptd.net  
Phone: (570) 656-4286

Completed nomination forms must be submitted on or before February 1, 2018.