

**Pennsylvania Association of Pupil Services Administrators**  
NOMINATION DETAILS  
2024-25 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. Please take a moment to fill out the *Robert B. Cormany Nomination Form* found below.

### **Timeline**

- Award nominations for 2024-25 are announced as being open on December 16, 2024 via PupilServ and Penn\*Link
- All nominations must be received on or before February 3, 2025
- Selection Committee reviews applications during February 2025
- Phone interview (if necessary) to top contenders on or about February 24-28, 2025
- Selection of winner and notification of award by March 7, 2025
- Presentation of the award at the PAPSA Annual Conference on April 10, 2025

### **Procedures**

- PAPSA will provide the award in the form of a plaque and/or other appropriate means of recognition decided upon by the Executive Board.
- Nomination forms will be made available through the PAPSA website or by contacting the Executive Director at [papsa@ptd.net](mailto:papsa@ptd.net).
- Members of the Selection Committee may 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 7, 2025.
- Finalists who are not chosen to receive the award may 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/initiative 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 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 2025 PAPSA Annual Conference to receive the award during the Thursday, April 10, 2025 business luncheon and provided the opportunity to respond to the recognition.

**Nomination Form**  
**Student Services Program**  
**2024-25 Robert B. Cormany Award of Excellence**  
**(Type or Print All Information)**

NAME OF PUPIL/STUDENT SERVICES INITIATIVE BEING NOMINATED:

INFORMATION TO BE PROVIDED (Please use additional paper if necessary):

Please tell us how the program/initiative is part of the educational entity's pupil/student services program.

How does the program/initiative meet an identified student need within the school entity?

Does the program relate to best practices in the field? If so, how?

How have you determined its effectiveness? What data do you have to support this?

How long has the program been in operation?

Is there anything else you would like to include that would explain why this nomination is being made and that you think would compel the selection committee to choose your nomination over the others that will be submitted?

**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 received via USPS or email on or before  
February 3, 2025.**