

**Pennsylvania Association of Pupil Services Administrators**  
**NOMINATION DETAILS**  
**2024 PAPSA DISTINGUISHED SERVICE AWARD**

Throughout our careers, we have come into contact with people who have gone above and beyond what would normally be expected; thus making outstanding contributions to the field of pupil services. Therefore, in order to recognize and promote excellence in human endeavors in the area of student services in Pennsylvania, nationally, or globally, the Pennsylvania Association of Pupil Services Administrators (PAPSA) has created the PAPSA Distinguished Service Award to recognize pupil services professionals for their exceptional contributions to our field. Please see the criteria below to determine whether someone you have in mind may qualify for this award. If so, please take a moment to fill out the attached *PAPSA Distinguished Service Award Nomination Form*.

**Timeline**

- Award nominations for 2024 will be announced as being open on December 15, 2023 via PupilServ and Penn\*Link communiqués.
- All nominations must be received on or before February 9, 2024
- Selection Committee reviews applications during February 2024
- Phone interview (if necessary) may occur on or about March 4-6, 2024
- Selection of honoree(s) and notification of award by March 8, 2024
- Presentation of the award at the PAPSA Annual Conference on April 11, 2024

**Procedures**

- PAPSA will provide the award in the form of a plaque and the honoree's name and pertinent biographical information will be permanently and prominently displayed in an appropriate area on the PAPSA website.
- 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 may conduct a phone call to the nominator to gather more details for determination of recognition.
- The Selection Committee will meet to determine any recipient(s) of the award.
- All applicants will be notified of their status on or about March 8, 2024.

## **Criteria for Nomination**

Recipients of the PAPSA Student Services Distinguished Service Award must be either: (1) A pupil services professional in the state of Pennsylvania who has distinguished himself/herself in the field; (2) A contributor to the field of pupil services whose contributions have made a highly significant positive impact on the delivery of pupil services in the Commonwealth; (3) Someone whose service to the field of pupil services has been considered extraordinary and well beyond that of most others; (4) Recipients need not be a member of PAPSA; and/or (5) Can be either living or deceased.

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

Each honoree or, if deceased, the appropriate next of kin or designated relative/friend, will be invited to attend the 2024 PAPSA Annual Conference; will receive a plaque during the Thursday, April 11, 2024 luncheon; and will be provided the opportunity to respond to the recognition. The nominator will also be invited to attend the conference and luncheon. In addition, the honoree's name and pertinent biographical information will be permanently and prominently displayed in an appropriate area on the PAPSA website.

**PAPSA Distinguished Service Award  
Nomination Form**

Today's Date: \_\_\_\_\_

Name & Address of Nominee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

**Accomplishment(s) evidencing how the nominee's extraordinary service and contributions have made a highly significant positive impact on the delivery of pupil services**

**Pertinent Honors and Awards** (Please be specific and complete.)

**Reason for Nomination**

**Biographical Information** (Other achievements and recognition. Please use back of form or additional paper.)

Nominator's Name, Address, & Phone Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Return to:**

Dr. Douglas Arnold, Executive Director  
Pennsylvania Association of Pupil Services Administrators (PAPSA)  
PO Box 234  
Brodheadsville, PA 18322  
570-656-4286  
papsa@ptd.net

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