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**Procedures for Nomination**

School Counselor Advocate, School Counseling Director/Coordinator and/or Supervisor/Administrator of the Year

|  |  |
| --- | --- |
| **Award Category** | **Description** |
| School Counselor Advocate of the Year | A nominee for Counselor Advocate is someone who does not supervise or evaluate a school counselor in any way. The person may be a parent, teacher, administrator, or colleague who is not a school counselor. This person is someone who believes in and advocates for the services of school counselors in a school and/or district. |
| School Counseling Director/Coordinator of the Year | This nominee should be a director or coordinator of school counseling in a district. |
| Supervisor/Administrator of the Year | This individual should be the person who supervises and evaluates school counselors in his/her school/district. |

**Nomination Must Include:**

**1. Completed MMSCA Nomination Form:** The completed Nomination Form is to include a summary of why the person is being nominated for the award.

**2. Letters of Support:** Letters of support should specifically address what the nominee has done during the past five (5) years to support, promote, implement and improve school counseling services. Letters of Support shall be limited to a total of four (4) letters per nomination packet, but **only two letters are required**.

**3. Photograph:** One (1) electronic photograph of the nominee must be submitted.

**PLEASE NOTE: Nominations not conforming to the above guidelines will automatically be disqualified. Make sure that those writing letters of support follow the rubric!**

**Nominations must be received by January 30th, of each calendar year.**

**Email the Nomination Packet to:**

**Carolyn Roof**

[**croof@stephens.edu**](mailto:croof@stephens.edu)

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**Professional Recognition Awards Nomination Form**

Counselor Advocate, School Counseling Director/Coordinator and/or Supervisor/Administrator of the Year

**\*\*Nominations must be received by January 30th of each calendar year**

|  |  |
| --- | --- |
| **Award Nomination Category:** | School Counselor Advocate of the Year  School Counselor Director/Coordinator of the Year  Supervisor/Administrator of the Year |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nominee:** | | |  | | | | | | |
| **Job Title:** | |  | | | | | | | |
| **Home Address:** | | | | |  | | | | |
| **Home Telephone:** | | | | | |  | | | |
| **E-Mail:** |  | | | | | | | | |
| **School Name:** (if applicable) | | | | | | | |  | |
| **School Address:** | | | | |  | | | | |
| **School Telephone:** | | | | | | |  | | |
| **School Fax:** | | | |  | | | | | |
| **Years of Experience in Position:** | | | | | | | | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nominated by:** | | |  | | | | | |
| **Position or Relationship to Nominee:** | | | | | | | |  |
| **Home Address:** | | | |  | | | | |
| **Home Telephone:** | | | | |  | | | |
| **E-Mail:** |  | | | | | | | |
| **School Name:** | |  | | | | | | |
| **School Address:** | | | |  | | | | |
| **School/Business Telephone:** | | | | | | |  | |
| **School/Business Fax:** | | | | | |  | | |

|  |
| --- |
| **Briefly describe why the Nominee named above is being nominated for recognition:** |

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**Suggestions for Preparing Nominations**

Counselor Advocate, School Counseling Director/Coordinator and/or Supervisor/Administrator of the Year

These suggestions were made by members of the Professional Recognition Selection Committee to aid in the review of the numerous nomination packets received. In order to be fair and consistent with all nominees, the committee strictly follows the criteria for selection.

* Letters of Support shall:
  + be limited to a total of four (4) letters per nomination packet, but **only two letters are required**.
  + Be addressed as “To Whom It May Concern”
  + Be concise, but specific, in discussing the nominee’s support, promotion, implementation and improvement of school counseling services with a limit on the superlatives.
  + **Follow the rubric for evaluation criteria.**
* If a nominee is not selected as the MMSCA state award winner, the nominee may re-submit their nomination packet the following year.

**Questions may be directed to the Mid-Missouri School Counselor Association VP Professional Recognition, Carolyn Roof,** [**croof@stephens.edu**](mailto:croof@stephens.edu) **or 573-489-5813**

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**Scoring Rubric**

Counselor Advocate, School Counseling Director/Coordinator and/or Supervisor/Administrator of the Year

**Letters of Recommendation:** Each letter should be scored separately, with total points for each letter recorded on the scoring summary sheet.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Point Value** | **1** | **2** | **3** | **4** |
| **Exemplary Support of School Counseling Services** | Cites 1 example of nominee's exemplary support of school counseling services | Cites 2 examples of nominee's exemplary support of school counseling services | Cites 3 examples of nominee's exemplary support of school counseling services | Cites 4 examples of nominee's exemplary support of school counseling services |
| **Outstanding Advocacy for School Counseling Services** | Provides 1 example of nominee's advocacy for school counseling services | Provides 2 examples of nominee's advocacy for school counseling services | Provides 3 examples of nominee's advocacy for school counseling services | Provides 4 examples of nominee's advocacy for school counseling services |
| **Implementation of new/additional School Counseling Services** | Provides 1 example of nominee's implementation of new/additional school counseling services | Provides 2 examples of nominee's implementation of new/additional school counseling services | Provides 3 examples of nominee's implementation of new/additional school counseling services | Provides 4 examples of nominee's implementation of new/additional school counseling services |
| **Improvement of Existing School Counseling Services** | Provides 1 example of how nominee has improved existing school counseling services | Provides 2 examples of how nominee has improved existing school counseling services | Provides 3 examples of how nominee has improved existing school counseling services | Provides 4 examples of how nominee has improved existing school counseling services |