



FOR KEY WOMEN
EDUCATORS

**The Delta Kappa Gamma Society International
Louisiana State Organization
Achievement Award Nomination Cover Letter
Deadline: January 15, 2022**

Date Received (for official use only):

Name of chapter submitting nominee:

Chapter President:

Meeting date of chapter to endorse nominee:

I certify that this nominee meets the requirements for nomination for the Epsilon State Achievement Award and has the endorsement of _____ Chapter.

Chapter President's signature _____

Name of nominee:

Nominee's chapter:

District (circle one): Northwest Northeast Central Southwest Southeast South

Attach Photo Here

**The Delta Kappa Gamma Society International
Epsilon State Organization
Achievement Award Nomination
Instruction Sheet**

Cover Sheet

1. Cover sheet is utilized by the Chair to assign a Nominee code for each submission.
2. Committee members will rate each submission by the Nominee code based on their merits using an online rating form.
3. **Nominations can ONLY be made by a chapter vote.**
4. Photo must be in the appropriate box on the cover sheet. Do not exceed box size.

General Information for Sections I – III

1. Incomplete forms will be rejected.
2. **Nominee name should be stated on the “Cover Sheet” ONLY.**
3. Ensure the information is specific to the request. Stating whether a person was a committee member or a committee chair will make a difference in the number of points awarded.

Section I & II

1. The numbers of points that are to be awarded are listed at the end of each item. In most cases points are awarded per item listed or per biennium.

Section III

1. This section will be considered subjectively and may be used as a tiebreaker. Anecdotal comments are encouraged to illustrate the merits of the nominee.

Form Submission

1. Email completed form no later than January 15, 2022 to Achievement Award Committee Chair donnispoe@yahoo.com.

Qualifications

1. Member for at least seven (7) years.
2. Contributed to the advancement, growth, and development of Epsilon State and education in the state of Louisiana.
3. Rendered outstanding service to DKG by holding offices on chapter and state levels.
4. **Not presently a DKG state officer or paid personnel.**
5. Nominee is not a previous recipient.

	Nominee Code (Committee Assignment)	
	Section I – Society Participation	
	General Membership Information	
1.	Year of initiation.	
2.	Total number of years of DKG membership. (Seven year minimum required.)	
3.	Name of initiating chapter/state.	
4.	Name of present chapter.	
5.	Name of other chapters in which the nominee was a member.	
	Section I-A Chapter Level	
6.	List service on chapter committees. <i>Committee name/biennium (1 point each service biennium)</i>	
7.	List service as chapter committee chair. <i>Committee name/biennium (1 point each service biennium)</i>	
8.	List service as chapter officer. <i>Office/biennium (2 points each service biennium)</i>	
9.	List honors, recognitions, other services at chapter level. <i>Name of/year (1 point each)</i>	
	Section I-B District Level	
10.	List years of attendance at district meetings and events; such as 1998, 2001, etc.. <i>Name events (1 point each)</i>	
11.	List service at district level. <i>Name service/year. Ex. planning activities, workshop presenter, chapter Chair of district meeting. (2 points each service)</i>	
12.	List biennium(s) served as District Director. <i>(3 points each biennium)</i>	
13.	List honors, recognitions, awards, at this level. <i>Name/year (1 point each)</i>	
	Section I-C State Level	
14.	List service as member of state committees. <i>Name committee/biennium (2 points each biennium each service)</i>	

15.	List service as chairman of the state committee. <i>Name committee/biennium (3 points each biennium each service)</i>	
16.	List service as state officer or paid personnel. <i>Name office or position/biennium(s) (4 points each biennium, 6 points if state president.) Those presently serving cannot be nominated during term.</i>	
17.	List number of years attending state conventions; such as 1998, 2001, etc. <i>(1 point each year)</i>	
18.	List service to state conventions. <i>Name service/year, Ex. planning committee, convention chairman, workshop presenter (2 points each service)</i>	
19.	List any state scholarships, stipends, or grants received to further professional growth. <i>Name/year received, Ex. Vivian Bourgeois, Jubilee, Wanda Gunn (1 point each)</i>	
20.	List Epsilon State sponsored programs for professional/personal growth attended. <i>Name program/year, Ex. Bea Davis, officer training, Legislative Day (2 points each)</i>	
21.	List Epsilon State sponsored community oriented or charitable programs in which Nominee supported or participated. <i>Name/year, Ex. Math Toys, Books-n-Bears, Books-n-Pajamas, etc. (1 point each)</i>	
Section I-D Regional/International Levels		
22.	List attendance at regional conferences and/or international conventions. <i>Give year/city (1 point each)</i>	
23.	List service performed at regional conferences or international conventions. <i>Ex. planning activities, workshop presenter, chair of conference (1 points each service, 2 points if chair)</i>	
24.	List service on any regional or international committee or as an international officer. <i>Name of position/biennium (1 point if committee member, 2 points committee chair, 3 points officer)</i>	

25.	List honors/awards/recognitions and any grants, stipends, or scholarships received. <i>Name/year (1 point each)</i>	
26.	List any international event/program attended or participated in. <i>Ex. Golden Gift Leadership Seminar, state president training session, U.S. Forum, DKG@UN (2 points each)</i>	
SECTION II – Professional Information		
Section II-A Professional Training		
27.	List all college/university degrees and certifications. <i>Name degree/institution/year</i> <i>Ex. BA, Elementary Education, LSU, 1979</i> <i>(1 point each)</i>	
28.	List all educator experience at all levels throughout their career. <i>Grade level, subject, school, year, parish/county, state, Ex. Smith High School, 1976-86, Math teacher, Jefferson Parish, LA; or Reading Consultant, 1988-1999, Jefferson Parish School System, LA (No points in this section. For information only.)</i>	
29.	List any educational workshops, conferences, conventions attended and where presentations were made at any level (school, parish, state, or national). <i>Note if attended or presented.</i> <i>Must not be sponsored by DKG or be required by employing agencies such as required inservices, workshops for faculty meetings.</i> <i>Give name/year (1 point each)</i>	
30.	List honors/awards/recognitions received at any level relevant to teaching or job experiences. <i>Name/year (1 point each)</i>	
Section II-B Contributions to Education		
31.	List any contributions made to education at any level. Educational programs for students, parents, teachers, community that nominee created, initiated, chaired or participated. <i>Give title/year/focus group/level and whether created, chaired, etc. (1 point each)</i>	
Section II-C Publications and Presentations		
32.	List any publications or presentations made at any level. <i>Give title/year/focus group/level and publication media (Bulletin, Deltion, etc.)</i> <i>(1 point each)</i>	

	SECTION III – Personal Qualities & Comments <i>This section is evaluated subjectively.</i>	
	Section III-A Personal Qualities	<i>Do not write the name of the nominee in this section.</i>
33.	List the personal qualities that make this nominee an outstanding DKG member.	
34.	List the personal qualities that make this nominee an outstanding educator.	
	Section III-B Additional Comments	
35.	Please make any additional comments that are pertinent to this nominee that may not have been covered in any section of this form. Comments about community service (not related to DKG), church service, hobbies and interests, service to other clubs/charities, obstacles overcome, family life, etc.	