

## Washington State School Retirees' Association

### 2020 Patrick T. Hoban Meritorious and Stan McNaughton Outreach Awards

If you have any questions or concerns, contact Tara Teitzel at [tara@wssra.org](mailto:tara@wssra.org) or Patricia Cygan, WSSRA Awards Committee Chair, at [rcygan@earthlink.net](mailto:rcygan@earthlink.net)

#### Nomination Form(s) Instructions

- The submission deadline of the completed nomination form[s] is **no later than March 17, 2020**.
- The unit is permitted to submit only one nominee for each of the awards. The nominee cannot be a deceased member.
- During the month of January, unit Boards should begin to familiarize themselves with the nomination process and ask for names of qualified members who would be worthy nominees.
- If a unit chooses to do so, it may nominate one member for either or both of the awards or to opt out of participation in this current year's awards process. This will in no way impact that unit's eligibility to participate in the future.
- Each unit's Board is responsible for the completion of the awards process which involves choosing nominees and making sure that the forms that were sent to all unit presidents/co-presidents are fully completed.
- Each unit shall provide a narrative-style document, prepared by a unit-designated writer, in support of their nominee[s] along with the front page of each nomination form. The narrative may be written on the reverse side of the nomination form or as a stand-alone document (preferred) that is attached to the nomination form[s].
- Carefully read and understand the criteria for each award and respond to every question on the nomination form[s] when writing the unit's supportive narrative. Keep in mind that Awards Committee members may not know your nominee[s]. The writer, therefore, needs to paint a clear picture of the quality of your selected nominee[s]. Be sure each nominee's narrative is both concise and informational for the reviewers. This will allow the reviewers better ease in ranking all nominees as well as ensuring fairness to all the nominees for each award.
- A photo of each nominee(s) should be submitted with his or her nomination form. Photos may be submitted electronically in .jpg format to Tara Teitzel at [tara@wssra.org](mailto:tara@wssra.org). **Photos submitted nonelectronically must be on standard photo paper.** Photos may be in color (preferred) or black and white and will be returned on request.
- Return the completed nomination form[s], narrative(s), and photo(s) of your nominee(s) via:

**Standard USPS Mail:** WSSRA, 4726 Pacific Avenue, Lacey, WA 98503-1216

**Electronically:** you may fill out and submit your nomination forms online [www.wssra.org](http://www.wssra.org) under the forms tab

**Email:** Tara Teitzel at [tara@wssra.org](mailto:tara@wssra.org)

**FAX:** WSSRA at (360) 413-5497 (Please note that photos that are faxed cannot be accepted by us so please mail them or send them to WSSRA electronically.)



WASHINGTON STATE SCHOOL RETIREES' ASSOCIATION

**Stan McNaughton Outreach Award Nomination Form**

*This award is for a WSSRA member volunteer who has participated in his or her community and to improve the image of the school retirees in the community.*

PLEASE PRINT IN INK OR TYPE

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Name of Nominee Unit Name and Number

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Nominee's e-mail address Nominee's Phone (please include area code)

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Unit President Date when this was sent to WSSRA

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Unit President's E-mail address Unit President's Phone (please include area code)

- Include an INTRODUCTORY statement about the unit's nominee. Save statements about his/her volunteer service in the community for the main body of the nomination form.
- Please address how this member volunteers his/her time beyond the goals of WSSRA to enhance the lives of community members.
- Please address how the member has improved the quality of life in his/her community and in doing so has improved the image of WSSRA.

**Thank you for submitting a nomination form with sufficient information about your unit's nominee for this award. Please tell us who wrote it? \_\_\_\_\_**



WASHINGTON STATE SCHOOL RETIREES' ASSOCIATION

**Patrick T. Hoban Meritorious Award Nomination Form**

*This award is for a WSSRA member who has performed beyond the norm to accomplish his/her assigned duties.*

**PLEASE PRINT IN INK OR TYPE**

\_\_\_\_\_  
Name of Nominee Unit Name and Number

\_\_\_\_\_  
Nominee's e-mail address Nominee's Phone (please include area code)

\_\_\_\_\_  
Unit President Date when this was sent to WSSRA

\_\_\_\_\_  
Unit President's E-mail address Unit President's Phone (please include area code)

- Include an INTRODUCTORY statement about the unit's nominee. Save all statements about his/her service record to be covered later in the main body of the nomination form.
- Please address how the nominee has volunteered his/her time for the fulfillment of WSSRA goals.
- Please address how the member has achieved beyond the norm in performance to accomplish the responsibilities of his/her duties.
- Please address how the nominee inspired and encouraged fellow constituents in their performance to achieve the WSSRA goals.

Thank you for submitting a nomination form with sufficient information about your unit's nominee for this award. Please tell us who wrote it? \_\_\_\_\_