

**Mississippi  
Association  
Of  
Educators**



**Special  
Awards Program**

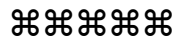
# Criteria

This brochure compiles all of the Award Programs that MAE sponsors. It gives members a clear definition of awards, the criteria and how to apply. All entries, for all awards, must be in the MAE office no later than February 10<sup>Th</sup>. Entries may be mailed or hand delivered to the receptionist at the MAE Headquarters (775 North State Street, Jackson, MS 39202) where a receipt will be given.

The Seven Star Awards are designed to recognize innovative local Association programs. Local Associations must complete all the activities listed under each Star to qualify for the award. Activities must be reported on the Recognition Report Form included with this handbook.

\* NOTE: In addition to the recognition report forms, locals are required to submit a portfolio which provides evidence to the MAE Awards Committee that all criteria have been met, i.e., newspaper articles, photographs, copies of local newsletters, school board proposals, video tapes, etc. **(Portfolio must be included)**

If no qualified entries are received, no award will be given.



# **MAE Awards**



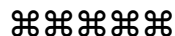
# Member of the Year

Local Associations may select one of their members as a contender for MAE's *Member of the Year*. Entries should be typed on a 8 ½ x 11 white paper. The first page must contain the entrant's name, address, telephone number, school position in school district, a photo and the name of the Association making the nomination.

The portfolio may include news clippings, list of membership and leadership positions in civic, fraternal, professional and religious organizations. A list of honors and other awards should also be included.

Entrants should be outstanding in Association work at all levels: local, state and national. They should be dedicated to the education profession and perform local activities for the better understanding of educators and education in their communities. Local Associations should include a statement explaining why entrants were selected as their *Member of the Year*.

Remember that judges will be making their decisions solely from the information sent with entries. **(Portfolio required)**



# Membership Awards

## Membership Promotion Awards

MAE is dedicated to improving the welfare and status of educators and the quality of education in Mississippi. Therefore, it is necessary that a high percentage, preferably all, of Mississippi educators actively support the Association. MAE recognizes its affiliates that achieve certain levels of membership.

Eligible Associations are determined by their active membership actually in the MAE office on **February 10<sup>th</sup>**. Associations are automatically entered into the appropriate category.

### President Award

**Recipient:** Associations enrolling 100% of their potential active members.  
**Award:** A framed certificate.  
**Grant:** Financial assistance to delegates attending the NEA Convention.

### Executive Award

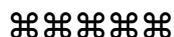
**Recipient:** Associations enrolling 90% or more of their potential active members, but less than 100%.  
**Award:** A framed certificate.  
**Grant:** Financial assistance to delegates attending the NEA Convention.

### Associate Award

**Recipient:** The three Associations enrolling the largest number of members over the previous year.  
**Award:** A framed certificate.  
**Grant:** Financial assistance to delegates attending the NEA Convention. (not less than 50% of President's Award)

### Outstanding Achievement Award

**Recipient:** Associations enrolling 80% or more of their potential active members, but less than 90%.  
**Award:** A framed certificate.  
**Grant:** Financial assistance to delegates attending the NEA Convention. (not less than 25% of President's Award)



**MAE/NEA**

**Human  
&  
Civil**

**Rights Awards**



# **MAE Human & Civil Rights Awards**

**(Portfolios Required)**

## **EDUCATIONAL SERVICE**

This award is presented to voluntary, non-profit organizations, clubs or other groups outside the education profession that continuously make outstanding contributions toward the improvement of relations within the public school community for persons within their local community or area.

The difference in this award and the ‘Humanized Education Award” is that it is presented to organizations, clubs, or other organized groups rather than to individuals. The Committee is more likely to be impressed by the work of organizations/group that are totally voluntary or funded from membership dues, etc. versus those that receive federal, state, local, governmental agency or similar funding and support. What are the goals and objectives of the organization, club, etc.? What does it do or has done that has had a positive effect on children and/or education (i.e. delinquency, handicapped, underprivileged, etc.)?

## **OUTSTANDING ACHIEVEMENT**

These awards are given in recognition of individuals or group whose actions have substantially improved inter-group relations within that affiliate or the education community. Further, these actions should continue to have a positive impact on the teaching profession or education community. These may include, but are not limited to, work with handicapped persons, youth programs/organizations, senior citizens, First Americans, etc.

Selections of winners will likely be influenced by the nominees’ efforts to improve conditions/relations for others beyond what would or should be their “expected duties and responsibilities” as an educator.

What have the nominees done through individual efforts beyond the call of duty that has a measurable effect on others? What was the status of the situation before the individuals’/groups’ contributions versus what presently exists?

## **IMPROVEMENT**

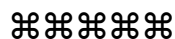
This award is presented to the local Association that continues to have an organized functioning Human & Civil Rights program of activities and has demonstrated the most improvement in that program of activities during the past and present year.

Local Associations nominated for this award should have sponsored programs or activities that can be classified or recognized as improving the attitudes, behaviors and conditions among students and educators, educators-parents and/or the general community. While the results of these activities may or will benefit the Association's members/ individuals, the Committee will be most interested in the effect the Association's activities have had on persons/group other than its members.

## **HUMANIZED EDUCATION**

These awards are presented to persons outside the education profession that have made and continue to make outstanding contributions towards the improvement of relations and opportunities for students, educators and the education community within a school district or within the State of Mississippi.

What has the nominee contributed to the improvement of relations or opportunities in education beyond what would or should be expected of their employed, appointed or elected position? The mere fact that a potential nominee serves in an appointed, elected or employed position would not likely be impressive to the Committee.



# NEA Human & Civil Rights Awards

The National Education Association (NEA) accepts nominations for its Human & Civil Rights (HCR) awards without regard to race, color, creed or gender – except for the H. Council Trenholm Memorial Award, which is presented to one Black and one non-Black awardees. Nominees may be individuals, schools or organizations working in the area of human and civil rights activities that have community-wide impact.

Nominations for NEA-HCR Awards must be submitted to the MAE HCR Committee by a local Association president or MAE Board member. Each nomination form must be accompanied by appropriate support material such as: newspaper clippings, newsletters, programs, certificates, citation, photographs (of certificates, trophies and/or plaques), scrapbooks (could contain all of the above), audio and/or visual tapes (transcripts are preferred). December 10 is the deadline for nominations.

## HCR AWARD CATEGORIES

NEA presents the ***Ellison S. Onizuka Memorial Award*** to an individual whose activities in Asian and Pacific Island affairs have made a significant impact on education and the achievement of equal opportunity for Asians and Pacific Islanders.

NEA presents the ***Leo Reano Memorial Award*** to an individual whose activities in American Indian/Alaska Native affairs have made a significant impact on education and on the achievements of equal opportunity for American Indians/Alaska Natives.

NEA presents the ***George I. Sanchez Memorial Award*** to an individual whose activities in Hispanic affairs have made a significant impact on education and on the achievements of equal opportunity for Hispanics.

NEA presents the ***H. Council Trenholm Memorial Award*** to one Black and one non-Black educator who worked beyond the call of duty to free the education profession from inequities based on race or ethnicity and has helped improve inter-group relations and understanding among racial and ethnic groups.

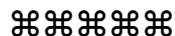
NEA presents the dual ***Rosena J. Willis Memorial Award*** to NEA state and local affiliates which have had the most effective or improved human relations program.

NEA presents the ***Mary Hatwood Futrell Award*** to an individual whose activities in women's rights had made a significant impact on education and on the achievement of equal opportunity for women and girls.

NEA established the ***Award for Creative Leadership in Human Rights*** to honor individuals and groups which build respect and appreciation between and among diverse populations. Nominees must have promoted appreciation, for diversity with regard to socioeconomic status, sexual orientation, disability, national origin or citizenship status.

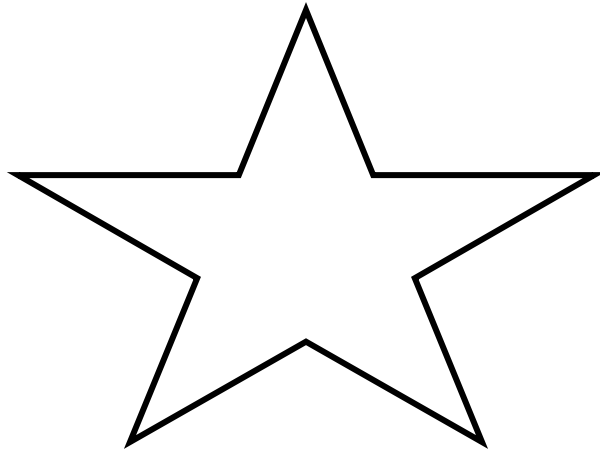
NEA presents the ***Martin Luther King, Jr. Memorial Award*** to an individual whose leadership and perseverance in applying the non-violent philosophy and techniques of Martin Luther King, Jr., toward the achievement of human relations and civil rights goals.

NEA presents the ***Applegate-Dorros Peace and International Understanding Award*** to an individual for furthering the cause of international understanding; for serving as a model for youth and an inspiration in the quest for peace on earth; and for offering tangible evidence of the efforts to chart a course for world survival.



**MAE**

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**Awards**

# Membership Star

(Portfolio Required)

## How Association Can Qualify:

1. Develop a year round membership promotion program that includes recruitment and maintenance.
2. Represent at least **30% of potential** teacher members in the school district during the current membership campaign and increase education personnel support by 5% or have a **10% membership increase**.
3. Have an active Membership Committee functioning before the membership year.
4. Conduct and/or participate in a membership recruiter program prior to the beginning of school.

## Checklist/Must be Attached to Portfolio

Check each activity that your Association has completed. Provide other information as requested on the recognition report form(s). Must meet four of the five criteria. **Criteria 1 and 5 are required.**

Use recognition form – Membership Star.

- \_\_\_\_\_ 1. Has a membership plan that includes recruitment and maintenance (copy of membership plan)
- \_\_\_\_\_ 2. Has a Membership Committee functioning before the first training session is held (copy of plan)
- \_\_\_\_\_ 3. Represent at least 30% of the potential teacher members, documented and verified, or
- \_\_\_\_\_ 4. Has a 10% membership increase documented and verified
- \_\_\_\_\_ 5. Has conducted membership recruiter training prior to the beginning of school (description of Recruiter Training Program)

# Instruction & Professional Development Star(IPD)

## How Association Can Qualify:

1. Organize an active Instruction & Professional Development (IPD) Committee.
2. Survey employees on instructional needs and demonstrate steps that have been taken to address needs identified by the employees.
3. Participate in a staff development program that has been planned by a committee composed of a majority of classroom teachers and has been developed from the needs assessments or, the local actually proposes such a policy to the local school board.
4. Provide at least two workshops for members on instructional issues...may be in cooperation with other locals.
5. Send at least two local leaders to a regional, state or national instructional training session.

## Checklist/Must be Attached to Portfolio

Check each activity that your Association has completed. Provide other information as requested on the recognition report form(s). Must meet four of the seven criteria. **Criteria 1 and 7 are required.**  
Use recognition form – IPD Star.

- \_\_\_\_\_ 1. Has an organized IPD Committee
- \_\_\_\_\_ 2. Conducted an instructional needs survey (formal or informal)
- \_\_\_\_\_ 3. Steps taken to address survey results (describe)
- \_\_\_\_\_ 4. Participated in a staff assessment proposal planned by a committee composed of a teacher majority (provide documentation)
- \_\_\_\_\_ 5. Present a needs assessment proposal to the local school board. (send copy to Awards Committee)
- \_\_\_\_\_ 6. Conducted two IPD Workshops
- \_\_\_\_\_ 7. Sent two local leaders to regional, state or national training

# Human & Civil Rights Star (HCR)

## How Association Can Qualify:

1. Establish a Human & Civil Rights Committee.
2. Plan a yearlong Human & Civil Rights program with activities supporting your goal.
3. Sponsor at least one yearly activity to promote better human relations and involvement of members and non-members or submit to NEA a nomination for NEA's HCR Awards. Activities may include: Christmas party, end of school year banquet, recognition of retirees.
4. Provide a series of Human Relations Training Sessions on issues such as: Far Right, drug abuse, school violence, parents as partners, habitat projects, nursing homes, tutorials, etc.

## Checklist/Must be Attached to Portfolio

Check each activity that your Association has completed. Provide other information as requested on the recognition report form(s). Must meet two of the three criteria. **Criteria 1 is required.**

Use recognition form – HCR Star.

- \_\_\_\_\_ 1. Has an active Human & Civil Rights or Minority Involvement Committee and year – long program with activities supporting goals
- \_\_\_\_\_ 2. Conducted an instructional needs survey (formal or informal)
- \_\_\_\_\_ 3. Sponsored at least one activity promoting better human relations between members and non-members

# Educators Rights Star

## How Association Can Qualify:

1. Organize a Member Rights Committee.
2. Designate a grievance representative and/or organize a grievance committee
3. Attend Educators Rights Training Sessions.
4. Assist members with a grievance or other job related problems.

## Checklist/Must be Attached to Portfolio

Check each activity that your Association has completed. Provide other information as requested on the recognition report form(s). Must meet three of the five criteria. **Criteria 1 is required.**

Use recognition form – Educators Rights Star.

1. Has an organized Member Rights Committee Chairperson and members – documentation required
2. Has designated a grievance representative or committee – documentation required
3. Attend Educators Rights Training sessions
4. Provide Educators Rights Workshops at local level
5. Assisted members with a grievance or other job related problem

# Issues Organizing Star

## How Association Can Qualify:

1. Organize a Issues Organizing Committee.
2. Survey the members on issues such as: Salaries, benefits and conditions of employment.
3. Develop proposals for improving issues addressed by survey and effectively communicate with members bout the proposals.
4. Present proposals to local school boards or relevant groups/individuals.
5. Conduct training sessions on issues organizing.
6. Submit a report showing results of issues organizing efforts.

## Checklist/Must be Attached to Portfolio

Check each activity that your Association has completed. Provide other information as requested on the recognition report form(s). Must meet three of the four criteria. **Criteria 1, 2 and 4 are required.**

Use recognition form – Issues Organizing Star.

- \_\_\_\_\_ 1. Has an organized Issues Organizing Committee and members – documentation required
- \_\_\_\_\_ 2. Surveyed members regarding salaries, benefits and working conditions include copy of survey and results (formal Or informal)
- \_\_\_\_\_ 3. Develop proposals to improve working conditions submit copy based upon results from formal or informal assessments
- \_\_\_\_\_ 4. Communicated with members about proposals (newsletter, announcement, agenda, etc.)

# Public Relations Communications Star

## How Association Can Qualify:

1. Publish a newsletter at least two times each year and send a copy to MAE Communications at the time of publication. Must be published prior to February 10<sup>th</sup>.
2. Demonstrate a persistent effort to communicate education issues through the external media by using any of the following: personal contacts, news releases, position papers, paid advertisements, public service announcements and radio talk shows.
3. Maintain a community action program or complete a community project such as: American Education Week, Community Newsletters or Speakers Bureau, Active Citizenship Today, Community in Classroom, etc.
4. Submit a local action report for publication in the *Mississippi Educator* (may include any of the above). Must be submitted for publication prior to February 10<sup>th</sup>.

## Checklist/Must be Attached to Portfolio

Check each activity that your Association has completed. Provide other information as requested on the recognition report form(s). Must meet any three criteria. Use recognition form – Public Relations/Communications Star.

- \_\_\_\_\_ 1. Published two or more newsletters that are on file at MAE prior to February 10<sup>th</sup>.
- \_\_\_\_\_ 2. Has an external media program
- \_\_\_\_\_ 3. Has a community action program or project
- \_\_\_\_\_ 4. Submitted local action reports to the *Educator* identify issues for publication in the *Educator*. (documented – include in portfolio)
- \_\_\_\_\_ 5. Attended communications training sessions, documentation may include but not limited to taped news segments, interviews, albums, news clipping, materials used in workshops and training

# Political Action Star

## How Association Can Qualify:

1. Interview and support candidates in MAE-PAC endorsed House, Senate and Congressional races and effectively communicate how the endorsement process works.
- Or*
2. Become involved in local campaigns which could have an effect on education and document your involvement.
  3. Develop and use frequent voter lists, gather demographic data on school districts and obtain voter results from the last four years.
  4. Participate in lobbying efforts by utilizing a local communication network including a telephone tree and Association bulletin board.
  5. Show evidence of positive efforts in political elections through a developed plan of political action including GOTV, persuasion, identification and organized campaign activities with members for a candidate's campaign.
  6. Keep members informed of all Association political activities.

## Checklist/Must be Attached to Portfolio

Check each activity that your Association has completed. Provide other information as requested on the recognition report form(s). Must meet four of the seven criteria. **Criteria 1 & 2 are required.** Use recognition form – Political Action Star

1. Has a PAC Committee of at least three members – submit member names
2. Interviewed and supported legislative/congressional candidates/local candidates – submit MAE forms
3. Developed and used frequent voter lists – submit copy of first page
4. Gathered political data for House/Senate District(s) – submit copy and/or local awards
5. Analyzed voter results from past three elections – info may be obtain from MAE
6. Developed a local lobbying network i.e. organizational structure
7. Kept members informed of political activity – Newsletters & phone tree/submit documentation i.e. forms, photographs.

**MAE Special Awards Program**

**Recognition Report Form – Membership Star**



Name of Local Association: \_\_\_\_\_

Local President: \_\_\_\_\_ Phone #: \_\_\_\_\_

Verify each activity that your Association has completed. Provide other information as requested. Must meet four of five criteria. ( 1 & 5 are required)

1. Has your local develop a local membership plan? (copy of plan)

2. Names of Local Membership Committee Members:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

3. Dose your local represent at least 30% of the potential teacher members? (document)

4. Has your local had a 10% membership increase? (document)

5. Has your local conducted membership recruiter training prior to the beginning of school? (description)

**\*Note: You should attach any additional documentation along with this Report Form which serves to verify your Issues Organizing efforts.**

**MAE Special Awards Program**

**Recognition Report Form – IPD Star**



Name of Local Association: \_\_\_\_\_

Local President: \_\_\_\_\_ Phone #: \_\_\_\_\_

Verify each activity that your Association has completed. Provide other information as requested. Must meet four of seven criteria. ( 1 & 7 are required)

1. Names of Local IPD Committee Members:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

2. Has your local conducted an instructional survey? (formal or informal, provide documentation)

3. Describe the steps your local has taken to address survey results. (document on separate sheet)

4. Has your local participated in a staff program planned by a committee composed of a teacher majority? (provide documentation)

5. Has your local presented a needs assessment proposal to the local school board? (send copy to the Awards Committee)

6. Has your local conducted two IPD workshops?

Names: \_\_\_\_\_

Place: \_\_\_\_\_

Trainer(s): \_\_\_\_\_

7. Has your local sent two leaders to region, state or national training?

Names: \_\_\_\_\_

Dates(s) training held: \_\_\_\_\_

Place: \_\_\_\_\_

Type of training: \_\_\_\_\_

**\*Note: You should attach any additional documentation along with this Report Form which serves to verify your Instruction & Development efforts.**

**MAE Special Awards Program**

**Recognition Report Form – HCR Star**



Name of Local Association: \_\_\_\_\_

Local President: \_\_\_\_\_ Phone #: \_\_\_\_\_

Verify each activity that your Association has completed. Provide other information as requested. Must meet two of three criteria. ( 1 is required)

1. Names of Local HCR or Minority Involvement Committee Members:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

2. Has your local conducted and instructional needs survey? ( formal or informal)

3. Has your local sponsored at least one activity promoting better human relations between member and non-member?

**\*Note: You should attach any additional documentation along with this Report Form which serves to verify your Human & Civil Rights efforts.**

**MAE Special Awards Program**

**Recognition Report Form – Educators Rights Star**



Name of Local Association: \_\_\_\_\_

Local President: \_\_\_\_\_ Phone #: \_\_\_\_\_

Verify each activity that your Association has completed. Provide other information as requested. Must meet two of five criteria. ( 1 is required)

1. Names of Local Member Rights Committee Members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Names of Local Grievance Committee members:

Chairperson: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Has your local attended Educators Rights Training sessions?

Names: \_\_\_\_\_  
Place: \_\_\_\_\_  
Trainer(s): \_\_\_\_\_

4. Has your local provided Educators Rights Workshops at the local level?


Date(s) Training Held: \_\_\_\_\_  
Place: \_\_\_\_\_  
Trainer(s): \_\_\_\_\_

5. Has your local assisted members with grievances or other job related problems? (document grievances)

6. Has your local attended school board hearings involving contract non-renewals, terminations, suspensions, or other employee related matters? (document, give dates, times, etc.)

**\*Note: You should attach any additional documentation along with this Report Form which serves to verify your Educators Rights efforts.**

**MAE Special Awards Program**

**Recognition Report Form – Issues Organizing Star** 

Name of Local Association: \_\_\_\_\_

Local President: \_\_\_\_\_ Phone #: \_\_\_\_\_

Verify each activity that your Association has completed. Provide other information as requested. Must meet three of four criteria.  
(1, 2 and 4 are required)

1. Names of Local Issues Organizing Committee Members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Has your local made an assessment of members needs regarding salaries, professional development needs, or other benefits and working conditions? (document, submit copies of survey documents used)

3. Has your local developed a school board proposal to address the needs of members? (document, submit copies of proposal developed)

4. Explain how your local communicates with members about the development and implementation of board proposals, i.e., newsletters, flyers, meetings, etc. (document)

Has your local attended training sessions on Issues Organizing?

Date(s) Training Held: \_\_\_\_\_

Place: \_\_\_\_\_

Trainer(s): \_\_\_\_\_

Has your local conducted training sessions on Issues Organizing? (document)

Date(s) Training Held: \_\_\_\_\_

Place: \_\_\_\_\_

Trainer(s): \_\_\_\_\_

Has your local submitted proposals to the local school board? (document, give dates, include newspaper articles, etc.)

**\*Note: You should attach any additional documentation along with this Report Form which serves to verify your Issues Organizing efforts.**

**MAE Special Awards Program**

**Recognition Report Form – Public Relations/  
Communications Star**



Name of Local Association: \_\_\_\_\_

Local President: \_\_\_\_\_ Phone #: \_\_\_\_\_

Verify each activity that your Association has completed. Provide other information as requested. Must meet any three criteria.

1. Has your local published two or more newsletters that are on file at MAE prior to February 10<sup>th</sup>?
2. Does your local have an external media program?
3. Does your local have a community action program or project?
4. Has your local submitted local action reports to the ***Educator*** identifying issues for publication in the Educator? (document – include in portfolio)
5. Has your local attend communication training sessions? (document)

**\*Note: You should attach any additional documentation along with this Report Form which serves to verify your Public Relations/Communications efforts.**

**MAE Special Awards Program**

**Recognition Report Form – Political Action**



Name of Local Association: \_\_\_\_\_

Local President: \_\_\_\_\_ Phone #: \_\_\_\_\_

Verify each activity that your Association has completed. Provide other information as requested. Must meet four of seven criteria.

1. Names of Local PAC Committee Members:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- 2. Has your local interviewed local candidates? (document)
- 3. Has your local developed and used frequent voter list? (submit copy of first page)
- 4. Has your local gathered political data for House/Senate District(s)? (submit copy and/or local ward)
- 5. Has your local analyzed voter results form the last three years?
- 6. Has your local developed a lobbying network i.e. organizational structure? (document)
- 7. Has your local kept members informed or political activities? (submit document)

**\*Note: You should attach any additional documentation along with this Report Form which serves to verify your Political Action efforts.**