

**Virginia Interscholastic Athletic Administrators Association
Middle School Athletic Administrator Recognition of Service Award
Nomination Form**

Due by December 1st

******* VIAAA USE ONLY*******

Year Nomination Received _____

Year Two _____

Year Three _____

Nominee must be a current member of the VIAAA - Membership Number _____

Nominee:

Name _____

Home Address _____

School _____

Email Address _____

School Address _____

Work Phone _____

Home Phone _____

Cell _____

Present Position _____

Nomination Submitted by:

Name _____

Home Address _____

School _____

Email Address _____

School Address _____

Work Phone _____

Home Phone _____

Cell _____

Present Position _____

Local Newspaper _____

Local Newspaper FAX Number _____

Newspaper Contact Person _____

Please submit this form and any supporting documentation electronically to Christopher Felton, CMAA (christopher.felton@vbschools.com) NO LATER THAN December 1st.

In addition to the information requested below, the nomination packet must include at least two (as prescribed), but **NO MORE THAN THREE** letters of recommendation – one letter must be from the nominator, another from a school division administrator and the third from anyone you choose.

Please list the 3 individuals writing the recommendations:

1. _____
2. _____
3. _____

Expand to additional sheet(s) if needed:

1. Educational background: _____

2. Career summary including positions, locations, and length of service at each (do not include a resume): _____

3. Total number of years you have served as an athletic administrator (you may include years as an assistant). You may include specific information such as year, position, and location. _____

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4. Professional organizations/associations

	Check if Current Member	# of Years as Member
VIAAA		
NIAAA		
Coaches/Other		

5. Professional Conferences Attended

	# of Years attended		
	1-5	5-10	10+
VIAAA			
NIAAA			
State Coaches			

6. Professional Certifications and Leadership Training (check all that apply)

Safety and First Aid	<input type="checkbox"/>	RMAA	<input type="checkbox"/>
ASEP Instructor	<input type="checkbox"/>	CAA	<input type="checkbox"/>
CPR Certified	<input type="checkbox"/>	CMAA	<input type="checkbox"/>
Concussion Certified	<input type="checkbox"/>	LTI Instructor	<input type="checkbox"/>
RAA	<input type="checkbox"/>	Taken LTI Class this year?	<input type="checkbox"/>
Total # of LTI classes taken			

7. List leadership positions you have held on each of the following levels:
Local/State _____

8. List honors/awards you have earned:

9. Service to your school and/or community outside of your required duties:

10. Give the best example of how you promote sportsmanship:

11. On a separate sheet (typed) please provide your personal philosophy as an athletic administrator (300 Words).