

**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 Jonathan Bukva  
<bukvajs@pwcs.edu> 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 |  | RMAA                         |  |
| ASEP Instructor      |  | CAA                          |  |
| CPR Certified        |  | CMAA                         |  |
| Concussion Certified |  | LTI Instructor               |  |
| RAA                  |  | Taken LTI Class this year?   |  |
|                      |  | 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:**

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

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

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