



2011 C.L.E.A.N.[®] AWARD

Custodial Leaders for Environmental Advocacy Nationwide

APPLICATION PACKAGE CHECKLIST

*(THIS FORM **DOES NOT** NEED TO BE SUBMITTED WITH YOUR APPLICATION PACKAGE)*

_____ **Data Sheet**

- Applicants **must** use template provided
- Must be typed
- 12 point font size
- Must be signed by the applicant (if application is a self-nomination) or the nominator (if application is a nomination)
- If a team of custodians applies or is nominated, a data sheet for each custodian is required
- All information must be provided or the application package will be disqualified

_____ **Acknowledgement Form**

- Applicants **must** use template provided
- Must be typed
- Must be signed by applicant's State President or Executive Director
- If a team of custodians applies or is nominated, an acknowledgment form for each custodian is required
- All information must be provided or the application package will be disqualified
- For a listing of NEA State Affiliates go to <http://www.nea.org/home/1621.htm>.

_____ **Summary of Accomplishments**

- Must address all five of the award criteria
- Must be typed
- Limit to five pages maximum
- Double spaced, 12 point font size
- One inch margins on all sides
- Numbered pages



____ **Resume**

- ❑ Must be typed
- ❑ Limit to one page maximum
- ❑ 12 point font size
- ❑ One inch margins on all sides
- ❑ If a team of custodians applies or is nominated, a resume for each custodian is required

____ **Letters of Recommendation**

- ❑ Must be typed
- ❑ Minimum of three (maximum of five) letters of recommendation with at least one letter written by someone at the school (student, colleague, or administrator) of the applicant
- ❑ Limit of two pages maximum for each letter
- ❑ Letters must note how long the writer has known the nominee and in what capacity the writer is able to comment on the applicant's professional work.

____ **Supplemental Materials**

- ❑ Optional
- ❑ Limit of up to four examples of additional materials (flyers, posters, articles, photos, training materials, videos/DVDs, etc.)
- ❑ A minimum of three (maximum of five) extra points will be awarded for supplemental materials
- ❑ Please do not send original copies of materials. Supplemental materials **will not** be returned.