



# 2011 C.L.E.A.N.<sup>®</sup> AWARD

*Custodial Leaders for Environmental Advocacy Nationwide*

## APPLICATION/NOMINATION GUIDELINES

***APPLICATION DEADLINE: DECEMBER 1, 2010***

**Purpose:** The national C.L.E.A.N.<sup>®</sup> Award will recognize the contributions that custodians make to public health in their schools, communities, and their profession. The award will be presented to a school custodian that demonstrates outstanding leadership in the field of school cleanliness, and reflects the contributions that education support professionals (ESP) can make to public health. The award program is a joint initiative of the National Education Association (NEA), the NEA Health Information Network (NEA HIN) and the American Cleaning Institute (ACI), formerly the Soap and Detergent Association.

**Award:** Up to five awards will be presented to one top recipient and four runners-up. Applicants may self-nominate or they may be nominated by someone in their school, district, or state/local affiliate. The awards will recognize a single custodian or a team of custodians from one school.

The National C.L.E.A.N.<sup>®</sup> Award recipients will receive:

- All expense paid trip, including travel, lodging, meals, and salary reimbursement, to the NEA National ESP Conference to receive award
- Complimentary registration fee for one guest to attend the NEA National ESP Conference (covers meals provided at the conference, conference materials, ticket to ESP of the Year and C.L.E.A.N.<sup>®</sup> Awards ceremonies).
- Cash Award
- One year NEA and National Council of Education Support Professionals (NCESP) membership
- Recognition in national, state, and local publications and magazines

**Eligibility:** Custodians who are NEA members and employed in a K-12 school located within the U.S. are eligible to apply. Applicants must be in the profession of custodian (not maintenance, HVACR or other related job), have at least three years of experience as a custodian, and be a full-time equivalent employee (work at least four hours a day). A single custodian or a team of custodians at a school may apply. If a team of custodians is selected only one award package will be offered and must be shared among team members. The applicant must be willing and able to receive the award at the NEA National ESP Conference.

**Deadline:** Application packages must be postmarked on or before ***December 1, 2010***.

### **Application Package Requirements:**

All application packages must comply with application guidelines. Application packages must be submitted by mail and must be typed. Submissions by fax or email will not be accepted. Application forms can be downloaded from the NEA HIN website ([www.neahin.org/cleanaward](http://www.neahin.org/cleanaward)) or will be mailed upon request.

Complete application packages **must** include all of the materials listed below, in this specified order. Formatting instructions are noted for each part. **Applications that do not conform to these specifications will be disqualified.** A sample application package, an application package checklist and a list of frequently asked questions have been provided at [www.neahin.org/cleanaward](http://www.neahin.org/cleanaward).

## Required Documentation:

### 1. Data Sheet

Requests contact information for the applicant and nominator (if applicable) and the applicant's state and local affiliate. Also requests the application type (self-nomination or nomination by another person).

- Applicants **must** use template provided (formatted to allow typing in boxes)
- 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

### 2. Acknowledgment Form

Must acknowledge that the applicant is an NEA member in good standing with his/her state and local affiliate.

- Applicants **must** use template provided (formatted to allow typing in boxes)
- 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>

### 3. Summary of Accomplishments

Must include specific examples to illustrate all five of the award criteria outlined in the next section. The questions themselves do not need to be reproduced in the text; however, applicants are strongly encouraged to include headings or key words to aid the panelists with their review.

- Must be typed
- Limit to five pages maximum
- Double spaced
- 12 point font size
- One inch margins on all sides
- Numbered pages

### 4. Resume

Provides a brief, factual overview of the applicant's career, including positions held, degrees attained, honors received, etc. The resume may also describe personal achievements or activities that are not noted elsewhere.

- 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

**5. Letters of Recommendation**

The applicant’s state or local affiliate president, colleagues, current or former students, parents of students, administrators or community members may write letters of endorsement. The nominator (if applicable) cannot submit a letter.

- ❑ 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.

**Optional Documentation:**

**6. Supplemental Materials**

Supports the applicants/nominee’s work or achievements.

- ❑ 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.

**Selection/Criteria:**

The C.L.E.A.N.® Award Review Panel will review all application packages to ensure that eligibility and submission requirements are met. Applications will be evaluated on originality, creativity, ability to sustain results, evidence of teamwork and program impact. The Review Panel will rate nominees on a scale of one to five for each of the five criteria listed below, where one represents minimal evidence of the criterion, and five represents very strong evidence of the criterion. While optional, applicants who provide supplemental materials will receive a minimum of three (maximum of five) extra points.

Applicants/nominators must address all five criteria below in their Summary of Accomplishments to qualify for the C.L.E.A.N.® Award. **Applications that do not conform to these specifications will be disqualified.**

**Award Criteria**

**1. Describe your/the nominee’s school to include:**

- type of school (indicate grade levels; also indicate if you work at a facility other than a school)
- age of school
- square footage of school
- student enrollment and staff size (if applicable)
- size of custodian workforce
- particular challenges at your school (if applicable)

2. **Describe your/the nominee's responsibilities, including such things as:**
  - job description/main duties
  - supervision responsibility (if applicable)
  
3. **Explain how your/the nominee's leadership for school cleanliness achievements have contributed to school cleanliness:**
  - Describe any school cleanliness or other related health and safety program (such as cleaning for health, indoor environmental quality, hand hygiene or recycling) that you/the nominee has implemented.
  - Describe how your/the nominee's school cleanliness or other related health and safety program has impacted the school, students, affiliate and community.
  - Describe 2-3 cleaning practices that you/the nominee employ to have a positive impact on health
  - How do you/the nominee plan to sustain (or replicate efforts) to ensure that your school is contributing to the overall health of students and staff in the future?
  - What makes you/the nominee unique among your colleagues? What special talents do you/the nominee bring to the job?
  - How have you the nominee, demonstrated innovation around cleaning for health at your school(s)? (example, scuff patrol - tennis ball on a stick)
  - Describe a unique challenge that you/the nominee have faced in your work and how you addressed it. (if applicable)
  
4. **Describe your/the nominee's collaborative outreach efforts:**
  - How do you/the nominee involve others (other NEA members, colleagues, administrators, school board members, students, parents, local business officials, etc.) in your school cleanliness or other related health and safety program?
  
5. **Describe how your/the nominee's work has enhanced the image of custodians/ESPs:**
  - Describe how your/the nominee's work has enhanced the image of custodians/ESPs at your school, in your affiliate, and in your community.

**Notification:** The 2011 National C.L.E.A.N.<sup>®</sup> Awards will be presented at the NEA ESP National Conference, March 11-13, 2011 in Washington, DC. Applicants will be notified of recipients on or before January 14, 2011.

**Send your application package to:**

Jennie Young  
 NEA Health Information Network  
 Attn: C.L.E.A.N. Award  
 1201 16th Street, N.W.  
 Suite 216  
 Washington, DC 20036-3207

**If you have questions or would like an application package emailed or mailed to you:**

Email Jennie Young at [cleanaward@nea.org](mailto:cleanaward@nea.org).