## 2024 Award Nomination Checklist

### Administrator Award

**Nominee Information**

- First and Last Name
- Organization
- Role/Job Title
- Email
- Phone Number

**Nominator Information**

- First and Last Name
- Organization
- Role/Job Title
- Email
- Phone Number

**Administrator Award**

*Please answer the questions about the individual’s contributions to gifted education. If you do not have an example or knowledge of the nominee’s contributions in the specific area, please indicate that in the space provided.*

- Informed Practices: Uses knowledge about gifted and talented students to inform practices designed to meet the needs of these students.
- Program Development: Has developed comprehensive programs for gifted students that are institutionalized within the education program.
- Program Development: Has developed comprehensive programs for gifted students that are institutionalized within the education program.
- Advocacy: Has been an advocate for gifted children at the district, state, or national level.
- Publications: Has written for publications on the need for appropriate education for gifted children.
- Staff Encouragement: Encourages his/her staff to meet the needs of gifted children in all settings.
- Staff Development: Provides ongoing staff development related to the needs of gifted children.
- Resource Allocation: Provides the resources for teachers that will help them differentiate for the needs of gifted children in the classroom.

**Supporting Documentation**

*Please scan and upload three letters of recommendation from people other than the nominator. Include one from each of the following: a parent, a student and other administrator.*

- Parent letter
- Student letter
- Other administrator letter

**Additional Documentation (optional)**

*Please share any additional documentation to support this award nomination. This could include the nominee’s resume/CV, publications list, etc.*