



The Essential Piece

COMMUNITY ACTION EMPLOYEE OF THE YEAR

Recognizing Exemplary Performance The Essential Piece Award Nominations

An improved nomination process makes it easy to create a strong nomination for any deserving community action associate. Show your gratitude and let team members from the boardroom to the mailroom know you value what they do.

Nominate **ONE** person today who demonstrates "the heart" of community action! By 'the heart', means full of passion, dedication, discipline....someone who consistently goes above and beyond agency expectations and demonstrates consistent service and results to their agency, their co-workers and their communities.

Executive Directors/CEOs:

Deadline for entries is Friday March 15, 2019

Who's Eligible?

- Regular status employees working 30 or more hours per week who have been employed with your Agency in such capacity for a minimum of 12 months.
- Regular status employees working at least 20 hours, but less than 30 hours per week and who have been employed with your Agency for a minimum of four calendar years.

Nominations

- Nominations shall be submitted online or emailed to INFO@NCCAA.NET BY **11:59PM EST on Friday March 15, 2019**. If mailed, the nomination packet must be **labeled NCCAA AWARDS** and **postmarked March 15, 2019**. **Late submissions will not be accepted.**
- Include completed Community Action Employee of the Year Nomination Form and a headshot.

All nominees will be recognized at the conference and automatically qualify for "The ESSENTIAL PIECE" Community Action Employee of the Year Award.

"The ESSENTIAL PIECE" Community Action Employee of the Year Award" will be selected by an independent selection team. Student employment and volunteers shall not be recognized for the purposes of this award. *2019 winners will not be eligible for nomination for three years.*





Community Action Employee of the Year Award

Nomination Form

Nominee's Name _____ Department/Agency _____

Position Title _____ # of Yrs. at Agency _____ T-shirt Size _____

Please use the space provided to identify attributes that identify your nominee as an individual worthy of the recognition of the "Essential Piece: Community Action Employee of the Year Award." Please consider the following attributes of your nominee:

Contribution to Position, Department and Agency: Provide examples of accomplished work contributions within their department and agency. These might include: motivation, initiative, organizational skills, prioritizing, initiating new methods or approaches resulting in increased effectiveness or efficiency, ability to accomplish goals and exceed job expectations, work ethic, customer service; dependability, supervisory skills, and/or teamwork.

Community Service: Provide examples of contributions to the community. Examples might include participating in civic organizations, public schools, volunteer services and/or faith-based activities.

Individual Achievements/Traits: Identify traits you believe contribute to this individual's job performance.

WHY I AM NOMINATING THIS INDIVIDUAL: (250 word limit)

Nominator Information

Executive Director/CEO _____ Title _____

Agency _____ City/State _____

Telephone _____ Email Address _____

Signature _____ Date _____

DEADLINE: Must be received in the NCCAA Office by 11:59 pm EST on Friday, March 15, 2019 or postmarked by March 15.