



# HEAD START AWARDS OF EXCELLENCE



## Application

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Alaska Head Start Association  
*Recognizing outstanding performance in Head Start in Alaska*

### Nominee

Award	
Nominee Name	
Grantee Agency	

### Person Making Nomination

Name	
Email	
Phone	
Grantee Agency	

**Referring to the AHSA 2011-2012 Award Categories & Process beginning on the following page, please write an essay of up to, but not over, 1,000 words explaining why your nominee deserves this award.**

**Email this form and the essay by April 15, 2012 to:**  
[akheadstart@gmail.com](mailto:akheadstart@gmail.com)

**Award winners will be honored at the AHSA State Conference  
in Juneau, January 2013.**



# HEAD START AWARDS OF EXCELLENCE



## Award Categories & Process

Alaska Head Start Association

*Recognizing outstanding performance in Head Start in Alaska*

*\*Please note: Descriptions and criteria for each award follows. Please read the description carefully and email [akheadstart@gmail.com](mailto:akheadstart@gmail.com) if you have any questions.*

### Parent Awards

- Beating the Odds Award
- Head Start Father of the Year
- Head Start Mother of the Year
- Program Policy Council

### Community Awards

- Community Advocate
- Corporate Award
- Humanitarian Award
- School District Collaboration\*

### Staff Awards

- Administrative Support Staff of the Year
- Assistant or Deputy Director of the Year
- Assistant Teacher of the Year
- Bus Driver of the Year
- Content Area Specialist of the Year
- Cook of the Year
- EHS Teacher of the Year
- Head Start Director of the Year
- Head Start Staff, Higher Education\*
- Home Visitor/Family Advocate of the Year
- Maintenance Staff of the Year
- Teacher of the Year

### Other Awards

- Cultural Awareness
- Leadership

*\*AHSA award winners will be forwarded for regional competition. AHSA award criteria aligns with the NHSA award criteria in each category.*

If you have any questions or need assistance please contact:  
Jeanette Gardiner, AHSA Virtual Assistant at [AKHeadStart@gmail.com](mailto:AKHeadStart@gmail.com) or  
Anne Shade, Awards Committee Chair, [ashade@bbna.com](mailto:ashade@bbna.com)

# AHSA 2011-12 Award Category Descriptions

## Parent Awards

### Beating the Odds Award

This award celebrates and recognizes a Head Start parent who has overcome stumbling blocks and persevered through hardship to become self-sufficient. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- The nominee must be a Head Start parent during the 2011-2012 program year.
- Nomination should include:
  - Description of specific obstacles and challenges parent has overcome in their role as parent and provider to become self-sufficient.
  - Description of parent's volunteer efforts and participation in parent engagement activities within the program.

### Head Start Father of the Year

This award celebrates one of our most important partners, fathers. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- Individuals nominated must be enrolled in the current year and have demonstrated exceptional leadership skills.
- The nominee must hold a position of leadership on a site council, parent or policy council, state, regional or national association.
- Nomination should include:
  - Description of leadership involvement.
  - Description or listing of accomplishments and/or activities related to the continuous personal and career development.

### Head Start Mother of the Year

This award celebrates one of our most important partners, mothers. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- Individuals nominated must be enrolled in the current year and have demonstrated exceptional leadership skills.
- The nominee must hold a position of leadership on a site council, parent or policy council, state, regional or national association.
- Nomination should include:
  - Description of leadership involvement.
  - Description or listing of accomplishments and/or activities related to the continuous personal and career development.

### Program Policy Council

This award recognizes the important leadership contributions of Head Start Policy Councils. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- Nominee must be a Policy Council for the 2011-2012 Head Start year.
- Nomination should include:
  - Description of how the Policy Council encouraged active parent engagement in the program.
  - Description of specific leadership efforts by the Policy Council positively affected the Head Start program (i.e. advocacy, community outreach, etc.).

## Staff Awards

### **Administrative Support Staff of the Year**

This award celebrates the important contributions of program administrative professionals (Executive Assistants, Receptionists, Office Managers, File Clerks, etc.). Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- The nominee must work as a para-professional administrative assistant/secretary or program support person to one or a number of content areas.
- Nomination should include:
  - Nominee's title.
  - Length of service in the program: What year did he/she start? What positions has he/she held?
  - Training, qualifications, credentials, and professional memberships: At what level did he/she begin? What training appropriate to his/her position has he/she acquired? What credentials does he/she possess? Does the individual belong to any professional associations related to his/her position (i.e. International Association of Administrative Professionals [IAAP]).
  - Support services: Describe activities in which he/she is engaged that demonstrate positive support for the overall Head Start program.
  - Describe any specific, special contributions made to the program that have had a positive impact on services to the total program.

### **Assistant or Deputy Director of the Year**

This award celebrates the contributions of program assistant or deputy directors. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- Nominee must serve as the Head Start program assistant or deputy director.
- Nomination should include:
  - Length of service in the program. What year did he/she start? What positions has he/she held?
  - Training, qualifications, and credentials: What training, appropriate to the position, has he/she acquired? What credentials and qualifications does he/she possess?
  - List key activities or projects in which he/she is involved that has enhanced services to children and families.
  - Describe any specific, special contributions he/she has made to the program that has had a positive impact on services to the total program.

### **Assistant Teacher of the Year**

This award celebrates the achievements of our program assistant teachers. Award winner will receive commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- The nominee must serve as an assistant teacher or teacher aide.
- Nomination should include:
  - Length of service in the program. What year did he/she start? What positions has he/she held?
  - Training, qualifications, and credentials: What training, appropriate to the position, has the director acquired? What credentials and qualifications does he/she possess?
  - List key activities or projects in which he/she is involved that has enhanced services to children and families.
  - Describe any specific, special contributions he/she has made to the program that has had a positive impact on services to the total program.

## Staff Awards

### **Bus Driver of the Year**

This award celebrates the essential contributions of our program bus drivers. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- The nominee must work as a bus driver.
- Nomination should include:
  - Length of service in the program.
  - Describe any specific, special contributions made to the program that have had a positive impact on services to the total program.
  - Describe specific ways in which he/she goes above and beyond his/her responsibilities.

### **Content Area Specialist of the Year**

This award celebrates the many contributions of our content area specialists. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- The nominee must work as a content area specialist.
- Nomination should include:
  - Nominee's content area title.
  - Length of service in the program: What year did he/she start? What positions has he/she held?
  - Training, qualifications, and credentials: At what level did he/she begin? What training appropriate to his/her position has he/she acquired? What credentials does he/she possess?
  - Support services: Describe activities in which he/she is engaged that demonstrate positive support for the overall Head Start program.
  - Describe any specific, special contributions made to the program that have had a positive impact on services to the total program.

### **Cook of the Year**

This award celebrates our program cooks. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- The nominee must work as a cook.
- Nomination should include:
  - Length of service in the program.
  - Describe any specific, special contributions made to the program that have had a positive impact on services to the total program.
  - Describe specific ways in which he/she goes above and beyond his/her responsibilities.

### **EHS Teacher of the Year**

This award celebrates Early Head Start center- or home-based teachers. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- The nominee must serve as an Early Head Start center- or home-based teacher.
- Nomination should include:
  - Length of service in the program. What year did he/she start? What positions has he/she held?
  - Training, qualifications, and credentials: What training, appropriate to the position, has he/she acquired? What credentials and qualifications does he/she possess?
  - List key activities or projects in which he/she is involved that has enhanced services to children and families.
  - Describe any specific, special contributions he/she has made to the program that has had a positive impact on services to the total program.

## Staff Awards

### Head Start Director of the Year

This award celebrates the outstanding leadership and program direction of a Head Start Director. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

#### Criteria:

- Nominee must serve as the Head Start program director or agency executive director.
- Nomination should include:
  - Length of service in the program. What year did the director start? What positions has he/she held?
  - Training, qualifications, and credentials: What training, appropriate to the position, has the director acquired? What credentials and qualifications does he/she possess?
  - List key activities or projects in which the director is (or has been) involved that demonstrate his/her ability to mobilize necessary resources to provide and enhance services to children and their families.
  - Describe activities in your Head Start program or community that are unique and meet or surpass the Program Performance Standards.
  - Describe any specific, special contributions the director has made to the program that has had a positive impact on services to the total program.

### Head Start Staff, Higher Education

*\*Note: winner of this award will be forwarded for Regional competition (consideration for the NHSA scholarship).*

This award is for Head Start/Early Head Start staff attending an institution whose accreditation is recognized by the US Department of Education. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter. Winner of the national award will receive a \$2,500 scholarship (from NHSA) and a commemorative plaque.

#### Award specific criteria (requirements for the national award, same applies for AHSA):

- The nominee must be an employee of a Head Start/Early Head Start program for three or more years.
- The nominee must be a High School graduate and pursuing a bachelors or post-baccalaureate graduate education. The nominee must submit proof of acceptance or enrollment in an institution of higher learning. These funds may be applied to the documented cost of tuition, and or books.
- The nominee must submit two letters of reference. Attach letters of reference from two people who know the nominee as a student (school personnel preferred), and as a supervisor at the Head Start/Early Head Start program. Judges will rate the overall effectiveness of the letters. However, applications that do not include two references will not be considered for this award. (20 points)
- BIO - Please share key details about yourself and your employment history. (10 points)
- The nominee should provide a "head shot" photograph submitted as a high resolution jpeg, eps, tiff, or PDF.
- The nominee must submit responses for each of the following categories, in their entirety. Maximum point value for each category is indicated in parentheses.
  1. What is your current educational level and what is your position in Head Start/Early Head Start. (20 points)
  2. Special contributions: Describe unique activities you have lead or fostered in your local program. (20 points)
  3. Education & Professional goals: Please write a statement of educational and professional goals no more than 200 words in length. (30 points)

## Staff Awards

### **Home Visitor/Family Advocate of the Year**

This award celebrates the accomplishments of our home visitors/family advocates. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- The nominee must serve as a home visitor or family advocate.
- Nomination should include:
  - Nominee's title.
  - Length of service in the program. What year did he/she start? What positions has he/she held?
  - Training, qualifications, and credentials: What training, appropriate to the position, has the director acquired? What credentials and qualifications does he/she possess?
  - List key activities or projects in which he/she is involved that has enhanced services to children and families.
  - Describe any specific, special contributions he/she has made to the program that has had a positive impact on services to the total program.

### **Maintenance Staff of the Year**

This award celebrates the essential contributions of program maintenance staff. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- The nominee must work in a maintenance function of a program.
- Nomination should include:
  - Length of service in the program.
  - Describe any specific, special contributions made to the program that have had a positive impact on services to the total program.
  - Describe specific ways in which he/she goes above and beyond his/her responsibilities.

### **Teacher of the Year**

This award celebrates center-based classroom teachers. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- The nominee must serve as a Head Start center-based teacher.
- Nomination should include:
  - Length of service in the program. What year did he/she start? What positions has he/she held?
  - Training, qualifications, and credentials: What training, appropriate to the position, he/she acquired? What credentials and qualifications does he/she possess?
  - List key activities or projects in which he/she is involved that has enhanced services to children and families.
  - Describe any specific, special contributions he/she has made to the program that has had a positive impact on services to the total program.

## Community Awards

### Community Advocate

This award celebrates and recognizes the extraordinary efforts of an individual or organization in advocating for a local Head Start program. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

#### Criteria:

- Nominee must be an individual or an organization that advocated for a local Head Start program during current program year.
- Nomination should include:
  - Key demographic information and history in the local community
  - A brief description of the specific advocacy efforts being nominated, the approach and name(s) of key leaders of the effort.
  - A brief description of the outcomes or impact of the advocacy efforts upon the local Head Start program.

### Corporate Award

This award celebrates the extraordinary supportive efforts of a business or organization collaborating with their local Head Start program. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

#### Criteria:

- Nominee must be a business or organization that made a voluntary contribution of time, money, or in-kind support that has had a positive impact upon the local Head Start program.
- Nominee's contribution should span two or more years of support to the local Head Start program.
- Nomination should include:
  - Key demographic information and history in the local community
  - A brief description of the specific contribution(s) being nominated, the approach and name(s) of key leaders of the effort.
  - A brief description of the outcomes or impact of the effort upon the local Head Start program.

### Humanitarian Award

This award acknowledges extraordinary contributions in serving Head Start children, reaching families, and involving communities that resulted in positive change. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

#### Criteria:

- Nominee must be an individual or organization that made a voluntary contribution of time and effort that has had a positive impact upon children, families, and/or communities.
- Nominee's contribution should span two or more years of service to their local community.
- Nomination should include:
  - Key demographic information and history in the local community
  - A brief description of the specific contribution(s) being nominated, the approach and name(s) of key leaders of the effort.
  - A brief description of the outcomes or impact of the effort on vulnerable children and families that are unique and/or go beyond Head Start's performance standards. Indicate the number of community service hours or in-kind contribution resulting from the nominee's actions.

## **Community Awards (cont.)**

### **School District Collaboration**

*\*Note: winner of this award will be forwarded for Regional competition (consideration for the NHSA Edward Zigler Innovation Award).*

This Award reflects the innovation and determination of the person many consider to be the Father of Head Start. Since Head Start's inception in 1965, Dr. Zigler has played a central role in the ongoing development of our program design. This award is to celebrate those local programs who have partnered to create high impact services to children and families.

Award specific criteria (requirements for NHSA, same applies for AHSA):

- Nominee must be a Head Start/Early Head Start grantee, delegate or community partner who demonstrates commitment to the goals and objectives of Head Start and promotes program innovations beyond performance standards.
- Two letters of reference must be submitted along with the nomination. Attach letters of reference from two organizational leaders who know the impact of the project first hand. Head Start/Early Head Start programs are encouraged to secure letters from cities, school districts, or legislators and governors offices. Judges will rate the overall effectiveness of the letters. However, applications that do not include two references will not be considered for this award. (20 points)
- The nominee must submit responses for the following category, in its entirety.
  1. BIO - Please describe the primary and partner agency involved in the delivery of services. Provide key demographic information and history in the local community. (20 points)
  2. Please provide a brief description of the specific innovation being nominated, the approach and names of all partners. (30 points)
  3. Please provide a brief description of the outcomes or impact of the effort on vulnerable children and families that are unique and/or go beyond Head Start's performance standards. (30 points).

## **Other Awards**

### **Cultural Awareness**

This award celebrates the extraordinary efforts of an individual or organization to implement or improve cultural awareness in a Head Start program. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- Nominee must be an individual or an organization that worked to implement or improve cultural awareness efforts in a local Head Start program during current program year.
- Nomination should include:
  - Key demographic or biographic information of the organization or individual.
  - A description of the specific cultural awareness efforts being nominated, the approach and name(s) of key leaders of the effort.
  - A description of the outcomes or impact of the cultural awareness efforts upon the local Head Start program.

### **Leadership**

This award celebrates the extraordinary leadership efforts of Head Start staff, parent, or volunteer. Award winner will receive a commemorative plaque, and mention in the AHSA ezine and newsletter.

Criteria:

- Nominee must be a Head Start staff, parent or volunteer during current program year.
- Nomination should include:
  - Brief biography of the nominee, position in the program (if staff), and length of service with the program.
  - Description of how the nominee inspires and motivates others in the program.
  - Description of the nominee's initiative and dedication that has had a positive impact on services to the total program. Please be as specific as possible.