

# Nomination Process:

If you wish to nominate someone for an award, you must be a current CAEA member. Please note the following steps and guidelines:

- Complete the **Nomination Form** and e-mail it to the CAEA Professional Awards Chair at [awardschair@caea-arteducation.org](mailto:awardschair@caea-arteducation.org). **Nominations** forms may be accessed by clicking the link on the awards page.
- Final **nomination forms** must be postmarked on, or before the deadline stated on the current **nomination form**.
- Once received, the Professional Awards Chair will send **application packets** to all nominees.
- All **application packets** will be returned to the Professional Awards Chair on or before the deadline stated in the current **application packet**.
- **Application packets** must be filled out completely or they will not be considered for recognition, no exceptions.
- The Professional Awards Chair will then distribute application packets for **AREA AWARDS** to Area Presidents for consideration by their area boards. Award nominees not represented by an Area President will be evaluated by the Professional Awards Chair.
- Area Presidents will notify the Professional Awards Chair of their final selection.
- The Professional Awards Chair will present the final ballot to the State Council at the spring meeting for final voting.
- Award recipients will be notified by the Professional Awards Chair no later than the first week in June, as well as date, time, and place for receiving the award.
- All nominees will be notified of award status.