



ACSA
REGION 7
PROCEDURES
MANUAL



Revised June 2023

This Procedures Manual has been developed to provide detailed information about State, Region and Charter Practices, Procedures, Requirements, and Programs. Please refer to the Table of Contents and Appendix.

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AWARDS

All regional awards, except for the President's Awards and the Every Student Succeeding Award, are presented at the Region 7 Spring Conference.

The Awards Committee consists of one Director from each charter and the Awards Committee Chairperson. The Awards Committee Chairperson serves a three-year term and is appointed by the Region President. The Region Executive Director/Consultant and the Communications Specialist are part of the committee, but not voting members. A quorum is a majority of committee members present.

Nominations are sought for Administrator of the Year in twenty-one categories, the Robert E. Kelly Award for Retired Administrator of the Year, Valuing Diversity, and the Partners in Educational Excellence. The information for the top winner in each category is forwarded to State ACSA for consideration in statewide competition. Forms for state recognition are provided by State ACSA and are available on our Region 7 web page. The same forms are used for region recognition.

Approximate Timeline:

August	Nomination Window Opens on Region 7 Web Site
January	Nominations are due for Awards Committee Selection (See Region 7 web site under Awards for exact due date)
Spring	Awards are presented at Region 7 Spring Conference
November	State Award Winners are recognized at the Leadership Summit

The awards and their criteria are as follows. (Please note: An administrator cannot receive an award in the same category until five years have passed. An administrator can be nominated in another category each year and can be nominated each year in the same category until they become the recipient of that award. A list of past recipients is located on our Region 7 web site. Region award winners must be State ACSA members.)

Administrator of the Year – recognizes the outstanding performance and achievement by individual administrators, classified managers, or confidential employees in twenty-one separate categories. Must be an ACSA member who shows strong support for the school management team; exceptional leadership in managing school programs; commitment to education quality and student achievement; commitment to professional growth; and creativity and innovation in dealing with issues and problems facing public education.

Valuing Diversity - Recognizes an ACSA member who epitomizes ACSA's Mission Statement by his or her efforts in promoting diversity and support for all children, parents, and staff at their school or district.

Robert E. Kelly Award – Recipient must be a retired ACSA member who has been retired a minimum of three years; made significant contributions to the community on a volunteer basis for at least three years; and directly or indirectly helped advance the high quality of public education or educational leadership in California.

Partners in Educational Excellence – Exemplary school-community partnership programs that promote effective educational performance, enhanced student achievement, and strong community involvement in educational quality.

Ferd Kiesel Memorial Distinguished Service – This is the highest honor ACSA can present to an individual. Recipient can be anyone who has contributed to public education, including an administrator, teacher, legislator, or lay person. The recipient has had a significant impact on public education over a wide geographical area and has had an impact on significant segments of public education. This is a State ACSA award and is presented to the recipient at ACSA's Leadership Summit by the state president or his/her designee. This is not a region award. Applications are available on our Region 7 web page or on State ACSA's web page. This award is submitted directly to State ACSA for their consideration. Anyone in the region can submit a nomination for this award. There is no limit to the number of applications that can be submitted.

Marcus Foster Memorial Award – Recognizes significant leadership and outstanding leadership contributions to education by a school administrator. This is a State ACSA award and is presented to the recipient at ACSA's Leadership Summit by the state president or his/her designee. This is not a region award. Applications are available on our Region 7 web page or on State ACSA's web page. This award is submitted directly to State ACSA for their consideration. Anyone in the region can submit a nomination for this award. There is no limit to the number of applications that can be submitted.

Region 7 Special Awards

Bill Ullom Award – Region 7 annually singles out one school leader who exemplifies the best in positive, effective, professional service to children and youth. This person is our administrator of the year. The award is named in honor of Bill Ullom, a past Region Consultant, who passed away on June 22, 1981. Bill served in the South Pacific during World War II and was wounded in action. He graduated from the University of New Mexico and received his doctorate from USC. He was a teacher, principal, superintendent, and Region 7 Consultant who set the standard for consultants. He was a remarkable man whose love, sincerity and kindness touched all who met him. His leadership was inspirational and enhanced those who worked with him. The Region President selects the recipient of this award.

Bob Price Distinguished Service Award - This award is presented to one administrator, classified manager, or confidential employee whose service to education exemplifies strong support for the management team; exceptional leadership in managing school programs; commitment to educational quality and student achievement; and creativity in dealing with issues and problems facing public education. This award was renamed in honor of Dr. Bob Price in 2019 for his passion, spirit, and exemplary service to Region 7 and his incredible support of educational leaders. The Region President selects the recipient of this award.

School Board Awards – Region 7 honors district & county school boards and individual school board members whose commitment and dedication ensures a high-quality education for every student in every community. These elected officials, who govern public school districts and county offices of education, are recognized at our annual spring conference. ACSA members can nominate a board member(s) in the following categories:

Elementary School Board Member
High School Board Member
Elementary School Board
High School Board
County School Board Member
County School Board

Applications are available on our Region 7 web site.

PRESIDENT’S AWARD

At each region General Membership Assembly, the Region President may present an award to a member who has contributed to the region. The President may seek nominations/suggestions but is not required to do so. A sample of this award is available in the Appendix on page 17.

BYLAWS

Region bylaws are available on the Region 7 webpage or available upon request. Charter bylaws are also available on the webpage under individual charters. Article II, 2.012 of the State ACSA bylaws states: “The region bylaws shall be consistent with the State ACSA bylaws; and section 2.03 states: “Charter groups are smaller units of ACSA within each region.” Region 7 bylaws Article I, 4 (a-d) states: “All policies and activities of the region shall be consistent with:

- (a) State ACSA bylaws, policies, and standing rules.
- (b) Applicable federal, state, and local antitrust and trade regulation laws.
- (c) Applicable tax-exemption requirements.

- (d) All other legal requirements including the California Nonprofit Corporation Law under which State ACSA is incorporated and to which the regions are subject.”

CERTIFICATES OF APPRECIATION FOR SERVICE FOR REGIONS AND CHARTERS

If you are interested in providing certificates of appreciation to leaders in your regions or charters, State ACSA can assist you. A description of the types of certificates that are available are listed below.

REGION CERTIFICATES

Service Awards (Gold): Awarded to outgoing region officers.

Certificates of Appreciation (Blue/White): Awarded to other region representatives.

Certificates for regions should be requested only by the region president or the region executive director/consultant. Requests should be sent/faxed (916-596-9538) to Courtney Adams at ACSA’s Sacramento address at least two weeks before the certificates are needed. The certificates will be prepared and returned to the person and address indicated on the request form.

To prevent duplicate certificates from being made and/or certificates being presented to the wrong person, these forms must be completed and returned by state council/committee presidents/chairs, region presidents, or region executive directors/consultants only. Additionally, region presidents and executive directors/consultants should coordinate with each other to determine who will send in the request for certificates for recipients in their region.

Recognition Certificates

Service award certificates (gold) and certificates of appreciation (blue/white) will be available from ACSA’s Sacramento office. The following explanations designate for whom each certificate is available and who should order the certificates. The request forms are fillable.

CHARTER CERTIFICATES

Blank certificates of appreciation for charters are available for completion by the region.

Please contact Courtney Adams for any questions you may have at (916) 444-3216 or cadams@acsa.org. Please return form(s) to Courtney Adams, C/O ACSA, 1029 J Street, Suite 500, Sacramento, CA 95814 or by fax (916) 596-9538.

COMMITTEES/COUNCILS

The purpose of each committee/council is available in the Appendix, the ACSA Leadership Manual, and the Region 7 Directory.

Region Committee/Council Chairs are expected to attend all State Committee/Council meetings or designate an alternate to attend those meetings and they are expected to attend all three Region 7 General Membership Assemblies. Following the state meetings, they should be prepared to verbally give a brief report if their council/committee has met prior to the region GMA. If you cannot attend GMA, please give your ½ page report to the Region 7 Vice President. Your minutes should also be submitted to the Region Executive Director/Consultant and the Region Communications Specialist for the web site and newsletter. They are also expected to attend the Leadership Training Meeting in June.

Region Committee/Council Chairs are the region's representative to State Committee and Councils meetings except for Awards, Conference, Newsletter and Nominating Committees, which are Region committees only. Committees/Councils and their local members are listed in the current Region 7 Directory. Committee/Council members are responsible to disseminate pertinent information from their Committee/Council meetings to each charter job-alike representative. If a job-alike representative is not listed in the region directory (vacant) please forward your minutes/information to the charter president. Charter members will pass the information on at charter meetings and/or by other means such as an e-mail.

State ACSA reimburses costs for statewide Committee/Council meetings.

To seek an appointment to a Region Committee/Council, contact the Region President. The Region President appoints representatives for the State ACSA Committees/Councils.

Responsibilities for each Committee/Council chair are listed in the Appendix.

CONFERENCE PLANNING

The Vice President, Programs will be responsible for organizing, planning, and implementing the program content of the annual Region 7 Spring Conference and to perform such necessary tasks as requested by the Board. The VP Programs is a member of the Region 7 Board.

The Vice President, Programs also approves Professional Development Plans for charters and refers those plans to the Treasurer for payment of designated funds to the charter.

Region 7 Administrator of the Year Awards are honored at the Region 7 Spring Conference. See Region 7 Directory for members of the Conference Committee.

Conference Historical Fee Structure:

General Session speakers – Fees negotiated by committee contact person and approved by the Conference Committee Chair.

Breakout Sessions:

- a. No fee for ACSA or ACSA eligible member presenters.
- b. Room for one night for presentation by non-ACSA presenters; one fee per presentation

ACSA Region 7 conference budget pays for room or suite for the following Region personnel. (Personal expenses are not paid.)

- VP Programs
- President
- Facility Coordinator

If additional rooms are provided complimentary, room for the President-Elect will also be provided.

ACSA Region 7 conference budget pays for the Region Executive Director/Consultant's room and conference registration.

Exceptions to the above may be approved by the committee.

GENERAL MEMBERSHIP ASSEMBLY

The Region General Membership Assembly (GMA) meets three times per year. Members who attend GMA are:

Region Officers
Charter Presidents
Charter Directors
State Board Member
Executive Director/Region Consultant
Region Facilities Coordinator
State ACSA Committee/Council Representatives
ACSA Member Services Representative
Region Communications Specialist
Interested members and guests

At the second GMA meeting, candidates for region office can give a brief candidate statement. At the third GMA in the spring, the region honors our scholarship winners and the charters' ESS student. Letters are sent to the scholarship winners inviting them and their guests to GMA from the President-Elect. A sample of the letters and certificates are available in the Appendix.

Student scholarship winners that can attend are encouraged to introduce themselves, where they plan to attend college, their major, and any future plans.

ELECTION OF OFFICERS

New terms of office begin June 1. On or before May 31, outgoing officers should deliver to the new officers the paperwork and materials to be transferred with the office.

Timeline:

At Leadership Training Nominating Committee (Region Past President and Charter Past Presidents set a timeline for submitting nominations for elections.

Nominations are sought. (See letter to Charter President in Appendix)

Slate of officer candidates is set and submitted to region officers at a board/cabinet meeting for discussion.

February Submit slate to General Membership Assembly. E-mail slate to members, including procedures for additional nominations. Set deadline for additional nominations to be received. Notice of nominees for these positions is e-mailed to all region members, and members are informed that the bylaws of ACSA Region 7 provide for additional nominations to any open elective office and may be made by a petition filed by a minimum of twenty-four active members of the region.

Final ballots for any contested positions will be e-mailed to members, to be returned to the Past President by March 15 or 45 days prior to the region conference. If no positions are contested, the nominated group will be installed. If more than one candidate for a position, include candidate statement on nomination form. Results of the election are announced at a Board meeting.

Spring Conference New officers are installed at the spring conference.

The Nominating Committee, chaired by the past president, nominates for President-Elect (one-year term), President (one-year term), Vice President/Programs (two-year term), Vice President/Legislation Action (two-year term), Secretary (two-year term), Treasurer (three-year term), and Region 7 Director to the State ACSA Board (three-year term). See Region Bylaws for eligibility.

EVERY STUDENT SUCCEEDING

This program provides an opportunity to honor students who have succeeded against odds, beyond expectations, or who just won your heart. It is also an opportunity to recognize the support team contributing to the student's success.

Each charter holds their ESS recognition event in January/February and selects one student to move to the region level. The Nominating Committee selects one student to be recognized at State ACSA's Leadership Summit in November. ESS nominations are due to State ACSA by March 1st. Charters need to select their student and send their nomination form to the region prior to March 1st to allow time for the Nominating Committee to select our region winner. Nomination forms are available online on our web page beginning in August. Charters submit their student's form to the Past President. The Nominating Committee chair will submit the region's ESS nomination form to the state.

The region provides funding for the ESS student to attend the recognition event at Leadership Summit. This can include transportation, food, and hotel accommodations, etc. The region provides a \$1,000 scholarship to the ESS student. State ACSA also provides a \$1,000 scholarship to the region winner.

EXECUTIVE BOARD

The Executive Board consists of President, President-Elect, Past President, Vice President, Vice President/Membership, Vice President/Legislative Action, Vice President/Programs, Secretary, Treasurer, State Board Director, Executive Director/Consultant, and the Communications Specialist.

The group meets two weeks prior to the Region General Membership Assembly to set the agenda for GMA.

FUNDING FOR CHARTERS

Each year charters receive funding from the Region Treasurer as follows:

Number of membership X \$10.00 (for charters Stanislaus & San Joaquin) with more than seventy-five members. Charters (Mother Lode, & Tuolumne) with less than seventy-five members receive \$750.00 each. Retirement Charter receives \$300.

Based on the criteria stated above Stanislaus & San Joaquin are mailed rebate checks equal to # of members X \$4.00. Mother Lode and Tuolumne Charters receive \$250.00 each for the spring rebate.

PDP plans are due to the VP/Programs by the first Friday in November. One half of the funding will be provided by January 30th and the remainder by June 30th.

See Appendix for a copy of the PDP Plan.

INFORMATION FLOW/HOW ACSA WORKS

Between State/Region/Charter ACSA

The region President, Past President, President-Elect, Vice President/Legislative Action, and Vice President/Programs (if membership numbers allow) serve as representatives to State Leadership Assembly.

The region calendar is set to allow the following: Before the date of the State Leadership Assembly, the Region officers, Directors, Director to the State Board, Charter Presidents, Member Services Representative, Executive Director/Region Consultant, Facilities Director, and Communications Specialist to meet to establish the agenda for the Region General Membership Assembly.

Region President, President-Elect, Past President, Charter Presidents, Committee/Council chairs, Member Services Representative, the Executive Director/Region Consultant, and the Communications Specialist report current information at the Region General Membership Assembly. The Executive Director/Consultant reminds committee/council chairs to attend GMA and be prepared to give a brief report if committee/council has met prior to GMA.

The Charter Presidents and Directors report the above information to their charters. State Committee/Council members report information to the charter members of their committee/councils.

ENDORSEMENT OF POLITICAL CANDIDATES

The following is the process that will be used in Region 7 if a recommendation for an endorsement is going to be made.

8.29 Individual Candidates (Section 8 ACSA Policies & Procedures)

- 8.29.1 ACSA may, upon approval of the board of directors or the Executive Committee, endorse candidate for the legislature, or for statewide constitutional offices. In so doing, the Board may consider the following:
- a) The candidate's educational platform compared to the educational platforms of the other candidates in the race.
 - b) The candidate's position on ACSA's legislative platform.
 - c) The candidate's general platform as compared to the general platforms of the other candidates in the race.

- d) The recommendations from the vice presidents for legislative action in the affected region(s).
- e) ACSA staff analysis of and recommendation concerning the race, including the candidate's viability.
- f) Any motion to approve an endorsement of a candidate for a state constitutional office must be approved by at least three-fifths of the board member voting on the motion.

8.29.2 ACSA regions or charters shall not endorse any candidate for public office but may recommend to the board of directors' candidates for endorsement in state legislative races.

8.29.3 ACSA regions or charters shall neither endorse nor make monetary or non-monetary contributions to a school board member's campaign committee.

8.29.4 ACSA regions or charters may solicit donations or conduct fundraising activities to give to ACSA's political action committee. If they do, they should not commingle funds with ACSA monies, but should transmit such contributions directly to ACDSA's PAC.

8.29.5 ACSA regions and charters cannot expend funds for or make non-monetary contributions to individual candidate campaigns except upon approval of the state board of directors.

8.29.6 Any ACSA region or charter may petition the ACSA PAC board of directors for approval to recommend endorsements in local elections, as follows:

- a) The petition must specify the local election race which the region or charter wishes to recommend an endorsement. The petition may not recommend the endorsement of a candidate running for county superintendent.
- b) The petition should not reference any monetary or non-monetary contribution. No ACSA Pac funds will be used in support of local candidates or issues.
- c) The petition should describe the local process for establishing the region or charter endorsement recommendation, including the vote threshold and the governing body that would approve the local recommendation.
- d) The petition's completeness must be verified by the signature of the region and charter president. If the petition originates in a charter, the charter president must verify the petition's completeness, and that charter's region president must verify the petition's completeness as well. If the petition originates in a region, the region president must verify the completeness of the petition.

- e) Endorsements outside of education (city council, county supervisor, etc.) are prohibited
- f) Any region or charter may submit to the ACSA PAC board a recommendation for a specific endorsement. The final decision on any such endorsement shall be made by the ACSA PAC board of directors.

8.30 Procedures for notifying Endorsed Candidates

8.30.1 Legislative Candidates

After endorsement by the board of directors, the vice-president(s) for legislative action for the region(s) which made the endorsement recommendation will be notified by phone within three days by the governmental relations department staff. They will be encouraged to make a personal contact with the endorsed candidate, informing of the endorsement.

Within two weeks of the endorsement by the board of directors, ACSA governmental relations staff will prepare a letter from the ACSA president to the candidate informing them of the endorsement. If a campaign contribution is to be made at that time, the appropriate request form will be completed, approval signatures secured, and the endorsement letter and check request sent to the financial services department. That department will mail the endorsement letter with the check.

8.30.2 Statewide Office Candidates

After endorsement by the board of directors, the board president, or his/her designee, will telephone the candidate(s) to inform them of the endorsement. The president will also telephone the competing candidate(s) to inform them that they were not endorsed. These telephone calls should be made as soon as possible with a follow-up letter. The board members and staff should keep confidential the action until those contacts are made.

If a campaign contribution is to be made, governmental relations staff will prepare the necessary check request form, secure the approval signatures, prepare a cover letter, and forward the package to the financial services department which will mail it with the check.

NEWSLETTER PRODUCTION

The purpose and objectives of the Region 7 newsletter are as follows:

- To communicate events and news of the region, charters, and committee/councils.
- To provide reminders and calendars of all events, meetings, PDPs, etc.
- To recognize the work and accomplishments of colleagues.
- To give charters and committee/councils an opportunity to report activities.
- To educate membership regarding issues and current literature.
- To demonstrate the relationship between state, region and charter activities, positions, and actions.
- To provide a vehicle that will give the membership the feeling that they belong to an effective, active, and worthwhile professional organization.
- To acknowledge our Region 7 Partners.

Newsletter goals are to get the newsletter to every member in the region; make the newsletter interesting enough to read; and inform new and potential members about the organization and benefits of belonging and getting involved.

Region 7 will produce printed and paperless copies of their newsletter three times a year. The newsletter is available on the region web page at: <http://regions.acsa.org/7/>

State Committee/Council minutes/articles are submitted to the Region Communications Specialist, Region Executive Director/Consultant, and the Region Vice President on or before General Membership Assemblies, before State Leadership Assembly, following State Committee/Council meetings, following charter meetings, and added to the Region web site.

At Leadership Training a timeline is given to selected people reminding them to submit articles as follows:

Region President	President's Message
VP/Leg Action	Update on legislation
Awards Committee Chair	Reminder/announcement of awards, ESS nominations
Past President	Election of Officers
President-Elect	Student Scholarships (Ken Brown/Francine Gasper Scholarships) Member scholarships (Alex Winchester/Sue Richards Scholarships)
State Board Director	Report of State Board activities
Charter Presidents	Report of charter events/activities
Members Services Chair	Membership incentives and report
Committee/Council Chairs	Committee/Council issues and activities

Topics that may be included in the Fall newsletter: calendar and welcome back, new administrative assignments/names, election of officers, award nomination information, ESS information and reminder, member and student scholarship information and reminders.

Winter newsletter: calendar, membership incentives, award nominations, member and student scholarship reminders, region elections.

Spring newsletter: calendar, region and charter elections, ESS representatives, new retirees, awards received, the spring conference.

Each issue may include:

- Report of events that took place
- Report of events planned
- Calendar
- Committee/Council Reports
- Photos
- Topics of interest, including legislative issues

Anyone may submit an article for publication in the Region Newsletter or in EdCal. (See example of information to submit.)

- Name of event/item/committee report
- Time and place of event or meeting. Cost (if it is a future event) and other pertinent details.
- Description of event or meeting content (if past, quotes are good- some colorful description)
- Items of special interest
- Bibliographical information, keynote speakers (if pertinent)
- Conclusions, recommendations if any
- Article submitted by:
- Telephone number:

Please email newsletters and attachments (flyer, picture, or any other helpful materials) to the Region 7 Communications Specialist (Claudia Vicino @ clvicino420@gmail.com)

OFFICERS

ACSA Region 7 members elect officers each year as provided in their bylaws. Region officers include:

- President
- President-Elect
- Vice President, Legislative Action
- Vice President, Programs (PDP approval and conference planning)
- Vice President, Membership
- Secretary

- Treasurer
- Past President

Region President appoints Region Committee/Council Representatives for 3-year terms of office (except for Legislative Action, which is an elected region position. Legislative Policy Committee Representative is a 4-year term. Region Committee/Council Representatives attend three state meetings per year, General Membership Assemblies, and region meetings of their committee/council. Following each state committee/council meeting, these representatives apprise charter representatives to their committee/council of information passed on in these meetings and submit updated information to the Region Communications Specialist to update the webpage.

Charter members elect officers each year, as provided in their bylaws. Charter officers include:

- President
- President-Elect
- Vice President, Legislative Action
- Vice President, Programs (PDPs & meetings)
- Vice President, Membership
- Secretary
- Treasurer
- Past President

Two region directors are selected by each charter to represent them at the region level. Directors serve as liaisons to their charters. They attend cabinet meetings, General Membership Assemblies, committee meetings as requested such as Conference Planning Committee and Awards Committee, and charter meetings.

Charter Presidents are asked to appoint charter representatives for each committee/council, for 1–2-year terms of office. Charter committee/council representatives attend charter meetings and region meetings of their committee/council.

ORGANIZATION STRUCTURE AND INFORMATION FLOW

The strength of ACSA lies within its grass roots. ACSA can remain strong only if communication is maintained.

The ACSA Executive Director works with the State Board of Directors and officers, who are elected by the regions and the Leadership Assembly, to establish policies, practices, and procedures. Directors to the Board and voting members of the State Leadership Assembly inform region members of actions taken, actions needed, policies set, and information presented. Region officers who are voting members of the Leadership Assembly similarly inform at Region General Membership Assemblies. Officers and Committee/Council members attending the Region General Membership Assembly continue the information flow to members within their charters.

The information flows from the membership to the decision-making body of ACSA through the Executive Director/Consultant and staff, through voting members of the State Leadership Assembly, or through representatives to the State Board.

STUDENT SCHOLARSHIPS (Ken Brown/Francine Gaspar Scholarships)

In loving memory of former Region 7 leaders Ken Brown and Francine Gaspar, four one thousand (\$1,000) scholarships are available to children of Region 7 members. The child must be applying the scholarship to post high school educational endeavors.

Applications are available online on our web page at: <http://regions.acsa.org/7/> under Scholarships. Due dates for the scholarship are listed on the web page. Recipients of the awards will be named in early April.

The following should be submitted for consideration:

- Complete application form
- Official school transcripts
- Two letters of recommendation
- An essay (not to exceed 300 words) entitled "Why An Education Is Important To Me"
- A photocopy of the qualifying ACSA membership card

The Scholarship Committee looks for evidence of well-rounded, conscientious students. The scholarship is awarded for one year. Previous recipients can reapply.

The Scholarship Committee consists of the Region 7 President-Elect and the President-Elects from each of the charters. Persons serving on the committee whose child has applied for a scholarship must abstain from voting.

MEMBER SCHOLARSHIPS (Alex Winchester/Sue Richards Scholarships)

The ACSA Region 7 Alex Winchester/Sue Richards Scholarships were established to support members who desire to attend annual ACSA-sponsored professional development events or activities. To be eligible, you must be a current State ACSA member. The objective of the scholarships is to promote and encourage professional growth. Several \$500 scholarships are available for the following professional development events:

- One for ACSA Academy
- One for Personnel Institute
- One for State Leadership Summit
- One for Every Child Counts Symposium

- One for CEL Institute
- One for Region Spring Conference

Applications are available online on our web page at: <http://regions.acsa.org/7/> under Scholarships. Due dates for each scholarship are listed on the web page.

The Scholarship Committee will review the applications to ensure the application is complete and candidate meets eligibility requirements. Final selections are based on the information provided in the application and the availability of funds. The Scholarship Committee may review applications by meeting in person or by other means acceptable to the committee. ACSA Region 7 will reimburse the recipient after confirmation that the recipient attended the activity. Each scholarship recipient is required to attend a General Membership Assembly to report on the activity/event.

STATE LEADERSHIP ASSEMBLY VOTING REPRESENTATIVES

Region 7 officers who are voting members at State Leadership Assembly are: President, President-Elect, Past President, Vice President/Legislative Action, and Vice President/Programs (if membership numbers allow). Other region members who attend Leadership Assembly are members who are chairs of the State committees/councils, the Executive Director/Region Consultant, and interested parties as approved by State ACSA.

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President's Award

*Presented to
Barbara Cortese*

*In recognition of outstanding leadership
and support of our ACSA Charters and ACSA
Region VII.*

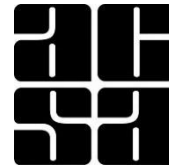
*Presented October 28, 2010
By*



*-----
Brenda Chapman, President ACSA Region VII*



ACSA/CAPEA Committee



Purpose of Committee

The following purposes of the ACSA/CAPEA Committee will advance the interests, needs and well-being of California students so that our schools will once again be the best in the nation and the envy of education worldwide: To identify and study issues in the areas of higher education, administrator preparation and licensing, professional development providers, and legislation for the purpose of building collaboration and informing policy. To work collaboratively to identify issues and concerns of higher education and K-12 public education, professional preparation and development, and partnerships among school districts, institutions of higher education, and professional development providers. To influence and contribute to the education research agenda. To identify issues and make recommendations regarding increasing diversity and membership in the ranks of education administrators and professors of educational administration. ACSA members will be practicing administrators, appointed by ACSA's president. CAPEA members will be professors of education, appointed by CAPEA.

Responsibilities of committee members

- Actively contribute to dialogue at the state committee level to advance the common purposes of ACSA and CAPEA.
- Serve as representative and liaison to other related ACSA Committees and other professional organizations.
- Disseminate information from committee meetings to human resources administrators and local IHEs to further collaboration.
- Provide leadership at the region level on issues related to higher education and administrator preparation.
- Contribute to the publication of articles in Leadership and region newsletters.
- Attend the ACSA Leadership Summit.

Ability to:

- Dedicate time to ACSA/CAPEA Committee Projects (estimated time commitments is five full days per year).
- Attend three ACSA/CAPEA committee meetings annually.

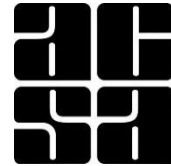
Experience

In leadership positions dealing with human resources Professional Development and Administrator Preparation/Training.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)

Adult Education Council



Purpose of Council

To identify and study issues relating to adult education. To recommend legislative positions to ACSA and advocate for legislation that advances public adult education statewide. To actively enhance and promote adult education's role with professional organizations, government officials, state agencies, school districts, business, industry, and the community at large. To plan and coordinate professional growth opportunities for administrators of adult education programs.

Responsibilities of Council Members

- Attend at least three council meetings.
- Attend annual Adult Education Professional Learning Opportunity.
- Provide leadership at the regional level.
- Use region committees for input on critical issues.
- Disseminate information from state council meetings to other adult educators at the regional level by conducting region meetings and through email.
- Provide a vehicle for two - way and general communication between and among adult educators regionally and/or statewide.
- Coordinate with state department consultants to keep the region informed.
- Give "expert" testimony, if called upon.
- Contribute articles to region newsletter.
- Serve as a representative for the Adult Education Council to other related committees /councils and with other organizations.
- Serve a three-year term.

Ability to:

Dedicate time to the Adult Education Council in addition to regular work responsibilities. Time commitment to include state council meetings, information dissemination, regional Adult Ed Committee meetings/activities, and liaison assignments.

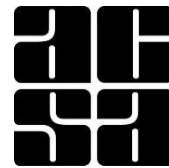
Experience

Council members shall be current adult education administrators who are state members of the Association of California School Administrators and active in region and state adult education and ACSA activities.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Business Services Council



Purpose of Council

To identify, study and address issues related to business services and school funding. To recommend associated state budget positions and serve as a quick response team on state budget issues that impact public education. To enhance and promote business services' role within the education community. To build skills of business officials through workshops and conferences. To enhance communications with other ACSA committees, affiliated organizations, and state agencies in support of ACSA's overarching priorities.

Responsibilities of Council Members

- As a new member, attend orientation meeting.
- Contribute to projects undertaken by the council.
- Provide verbal report at each council meeting on school business issues and activities in council member's region; submit written summary at end of year.
- Attend three regular annual council meetings.
- Attend and actively participate in council sponsored professional development activities: CASBO/ACSA conferences, Business Academies.
- Provide leadership to other school business professionals in his/her region.
- Communicate council activities and information to school business professionals in council member's region.
- Serve a three-year term.

Ability to:

- Organize time and workload to incorporate Council activities.
- Communicate effectively.

Experience

The most effective council member would be in a position related to school business responsibilities; or an administrator aspiring to move into school business administration.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Career Technical Education Council**Purpose of Council**

The purpose of the ACSA Career Technical Education Council is to support administration and ensure relevant high quality CTE programs that prepare PreK-adult students for successful transition to careers and post-secondary education through core integrated curriculum, legislation, advocacy, professional development, communication, and collaboration.

Responsibilities of Council Members

- Provide leadership across regions to support the council purpose.
- Disseminate information from council meetings to educational leaders across regions.
- Participate in ACSA activities at the region and state levels.
- Serve a three-year term.

Ability to:

- Dedicate time to CTE Council in addition to regular work responsibilities. Estimated minimum time commitment per year = three council meeting days.
- Serve as liaison to other ACSA relate committees/councils.
- Leadership role in local CTE partnership (desirable).

Experience

Council members shall be in a leadership position dealing with Career Technical Education programs.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes for council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Classified Educational Leaders Council



Purpose of Council

To build and maintain a vibrant network of classified educational leaders who share a commitment to excellence in the service and support of all California students and are valued members of their leadership team. To develop and enhance professional growth opportunities for classified educational leaders, promote the benefits of ACSA membership, encourage participation and involvement in all levels of ACSA.

Responsibilities of Council Members

- Actively participate in three state council meetings a year and annual CEL Institute.
- Coordinate region/charter meetings and activities.
- Act as liaison between the state council and the region and charters by providing two-way communications – share state council matters with region/charter, region charter activities/concerns/request with state council.
- Support the purpose and goals of the state council at the state and region/charter level.
- Serve a three-year term.

Ability to:

- Be a proactive, creative member of a dynamic team.
- Interact well with others.
- Articulate the purpose and goals of the council.
- Be a visible role model.
- Be responsive to the needs of the council's constituency.
- Follow through with assigned tasks.
- Be a critical thinker and life-long learner

Experience

- Working in groups.
- Staff development.
- Program coordination and development.
- Meeting management.
- Team building.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes for council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Co-Administrators Committee



Purpose of Committee

To educate and empower co-administrators and aspiring administrators (vice-principals, assistant principals, deans, coordinators, etc.) in their role as instructional leaders within their schools and communities.

- To promote networking and increase communication among administrators and aspiring administrators.
- To provide access to professional development and mentoring experiences.
- To increase awareness of the co-administrator's role and the importance of that role.

Responsibilities of Committee Members:

- Attend all state Co-Administrator Committee meetings and report on region activities.
- Attend all region meetings and report on Co-Administrator Committee activities.
- Promote membership within your region.
- Attend Committee sponsored professional development activities.
- Contribute to projects undertaken by the committee.
- Provide leadership to other co-administrators in your region.
- Provide professional development within your region.
- Appoint an alternate to the committee from your region who will attend functions in your absence.
- Serve a three-year term.

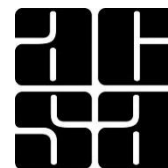
Ability to:

- Organize time and workload to incorporate Council activities.
- Communicate effectively.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your committee has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes for committee meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the committee meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Curriculum, Instruction & Accountability Council



Purpose of Council

To identify and study issues and make recommendations on practices, policies, and positions to ACSA’s leadership and staff and to state agencies relating to curriculum, instruction, assessment, and accountability. To identify and disseminate best practices for administrators who work in the areas of curriculum, instruction, and accountability, to ensure student-centered instruction and services, which prepare all students to compete in an international society. To plan, develop, and coordinate professional learning programs, electronic media, and publications

related to council business. To maintain liaison with the Western Association of Schools and Colleges (WASC), including nominating WASC commissioners. To review all non-ACSA requests to conduct research using ACSA records. To maintain liaison with state agencies and other organizations which impact curriculum, instruction, accountability, interventions, assessment, and evaluation. To assist in ACSA membership recruitment.

To accomplish this purpose, we will:

- Identify and research issues related to equity and diversity to ensure equal access and equitable outcomes for all members and students we serve.
- Develop strong recruitment and retention policies and practices to grow membership through relevant services, products, and resources that address the needs of underserved stakeholders.
- Recommend policies, practices, and resources which lead to quality instructional/educational programs and services to ensure that all students are college and career ready.
- Assist in the development of programs, resources, and materials to help leaders effectively respond to issues that arise from religious affiliation as well as cultural, ethnic, racial, linguistic, gender, sexual orientation, and economic differences among students and communities.
- Establish partnerships and communication links with national and state administrator, teacher, parent, and other educational organizations.
- Assist the board in implementing aspects of the association strategic plan goals regarding equity and diversity issues that impact students and leaders.

Responsibilities of Council Members

- Provide leadership at the region level for the region level committee.
- Disseminate information from council meetings to Curriculum, Instruction, and Accountability leaders at the region level.
- Attend ACSA Leadership Summit.
- Contribute articles to region newsletters.
- Attend three state council meetings.
- Serve as a representative for the Curriculum, Instruction, and Accountability Council on other related committees/councils with other organizations.
- Serve as a presenter at ACSA sponsored Curriculum and Instruction Academy (desirable).
- Initiate discussions at state council level about regional issues that have statewide impact.
- Serve a three-year term.

Ability to:

- Dedicate time to CI&E Council in addition to regular work responsibilities. Estimated total time commitment per year = six days + Leadership Summit.

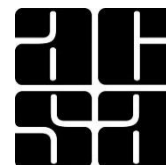
Experience

- In district or county positions dealing with curriculum, instruction, and accountability issues.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes for council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Early Education Council



Purpose of Council

NOTE: The council will develop their own purpose when they convene at their first meeting in the Fall of 2021.

The Early Education Council is committed to improving the learning outcomes in the lives of young children (birth to 5 years old) to transition to kindergarten with essential skills as they continue their successful educational trajectory. The Council is committed and takes on the responsibility of serving a diverse cultural and linguistic needs of students and their families. The Council will focus on crucial standards such as developmental milestones; social and emotional learning; cognitive and physical skills; high quality professional development for Early Education administrators; and parental and community engagement.

Responsibilities of State Committee/Council Members:

Committee/Council members are presumed to be active and knowledgeable practitioners in their fields. They are expected to:

- Meet obligation of membership on the committee/council by attending committee/council meetings and cooperating with other committee/council members in fulfilling committee/council charges/tasks.
- Chair the region counterpart committee/council where this is consistent with region organization.
- Periodically report to the region board or leadership assembly, and when appropriate, to members via workshops or region newsletters.

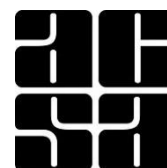
Additional Responsibilities of Region Representatives to Committees/Councils:

- Conduct region committee/council meetings and/or multi-region or co-region activities and workshops.
- Meet objectives specified in the region committee/council charge (mission and vision statement).
- Work with region program chair in planning and conducting "job-alike" activities, training programs, and meetings designed to meet individual member needs.
- Facilitate the work of charter program chairs and committees/councils.
- Facilitate communication among charter, region, and state committees/councils.
Report to members within the region.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Educational Options Council



Purpose of Council

To be the leader at the state level in promoting best practices in teaching and learning while promoting, supporting, and influencing accountability, programming, and credentialing, in addition to financial and legislative issues facing educational options programs in the state.

Responsibilities of Council Members:

- Provide leadership at the region level for the Region level committee.
- Contribute articles to the region newsletter.
- Disseminate information from Council meetings to Educational Options leaders at the region level.
- Attend three state council meetings.
- Represent the region committee by bringing forward grass roots issues of state-wide impact for discussion at the state council.
- Serve as a representative of the Continuation and Educational Options Council on other related Committees/Councils with other organizations.
- Serve as a presenter at the region or state Conferences.
- Provide support for political action as needed.
- Attend ACSA Leadership Summit.
- Serve a three-year term.

Ability to:

- Dedicate time to the CEO Council in addition to regular work responsibilities. Average total time per year = six days + Leadership Summit.

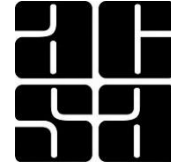
Experience

- Preferred: participation on the region committee and/or leadership experience dealing with issues in the area of alternative ed/educational options.
- Leadership experience at the charter level or region level and a desire to develop as a leader in the area of alternative ed/educational options may be considered.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Elementary Education Council



Purpose of Council

To identify and study issues related to elementary and pre-school administrators. To recommend best practices and policies and to serve as advocates for high quality programs for all elementary and pre-school children. To serve as a forum in which elementary and pre-school administrators may resolve issues related to their professional efforts. To serve as a representative of elementary and pre-school administrators in meeting the goals and priorities of ACSA. To provide representation and leadership from ACSA to NAESP. To assist in the recruitment of elementary and pre-school administrators as ACSA members. To plan and coordinate professional growth opportunities for elementary and pre-school administrators.

Responsibilities of Council Members

- Attend all state council meetings (approximately three per year). In the event of an emergency, the name of a regional alternate must be secured, and the alternate name forwarded to the council president.
- Provide ACSA leadership and support for elementary administrators at the region level.
- Disseminating resources and information from the State Elementary Education Council to elementary administrators in the region.
- Securing information, suggestions, questions, and issues from the region to be shared with the State Elementary Education Council.
- Contribute elementary ed information and resources to region newsletters.
- Contribute to building connections between elementary education and other ACSA committees/councils and educational interest groups.
- Attend ACSA regional and state conferences.
- Extend ACSA involvement by joining and participating in elementary educational leadership through our national affiliate, NAESP.
- Contribute and participate in at least one of the Council's subcommittees (e.g., Favorite Practices, Elementary Education, Administrator Handbook).
- Serve a three-year term.

Ability to:

- Effectively communicate the needs, questions, and issues of one's region to the State Elementary Education Council.
- Understand and effectively communicate the goals and activities of ACSA and the State Elementary Education Council to elementary administrators in the region.

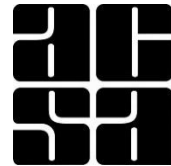
Experience

- Five years in a position or administrative leadership in elementary education at the site or district level.
- Well respected as an elementary leader at the region level.
- Active ACSA participation at the region and state level.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Equity Committee



Purpose of Committee

To build the capacity in equity leadership and cultural proficiency of all educators within the organization and throughout the state of California to effectively eliminate all equity gaps. In order to accomplish this purpose we will:

- Identify and research issues related to equity and diversity.
- Develop strong recruitment and retention policies and practices to grow membership.
- Recommend policies, practices, and resources which lead to quality instructional/educational programs and services.
- Assist in the development of programs, resources, and materials to help leaders effectively respond to equity issues.
- Establish partnerships and communication links.
- Assist the board in implementing aspects of the association strategic plan.

Responsibilities of Committee Members:

- To serve a three-year term.
- To attend all scheduled committee meetings and send a substitute from the region when necessary.
- To disseminate information of committee activities to the region.
- To serve on at least one subcommittee.

- To come to an annual Diversity/Equity conference.

Ability to:

- Provide valuable input to assist with the development of committee goals and objectives.
- Assist with the preparation and submission of the annual year-end reports.
- Initiate discussions at state committee level about regional issues which have statewide impact.

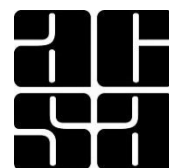
Experience

- In leadership positions dealing with diversity issues (preferred).

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your committee has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the committee meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the committee meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Human Resources Council



Purpose of Council

To identify and study issues relating to professionals responsible for personnel, employer/employee relations and other human resources programs. To provide leadership, direction, clarification, and understanding in such areas as personnel practices, employer-employee relationships, fair and equal employment practices, contract management, negotiations, retirement, legislation, credentials, management team concept, individual rights, and staff-related issues. To plan, provide, and encourage in-service training for administrators in this area, and to maintain liaison between ACSA and the American Association of School Personnel Administrators. To assist in the recruitment of personnel, employer/employee relations and other human resources administrators as ACSA members. To promote the training, and recruitment of individuals of diverse backgrounds as human resources administrators. To promote the highest standard

of ethical conduct, assist local school administrators, and to assure due process to all members of ACSA.

Responsibilities of Council Members:

- As a new member, attend orientation meeting.
- Take minutes at not more than one meeting during a three-year term.
- Contribute to projects undertaken by the council.
Initiate activities within his/her respective region that (1) communicate and disseminate information obtained from the State Council President and at the State Council Meetings; (2) Initiate activities within his/her respective region that promote the goals and objectives of the State HR council's annual program plan (3) submit a report to the State HR Council President, outlining the HR Council Member's activities that address the his/her Region follow-through and articulation with the State HR Council.
- Attend three regular annual council meetings annually.
- Attend and actively participate in council-sponsored professional development activities: Negotiators' Symposium, Personnel Institute, Personnel Academies.
- Provide leadership to other human resource professionals in his/her region.
- Communicate council activities and information to human resource professionals in council member's region.
- Provide a verbal report at each council meeting on human resource issues and activities in council member's region; submit written summary at end of year.
- Serve a three-year term.

Ability to:

- Organize time and workload to incorporate council activities.
- Communicate effectively.

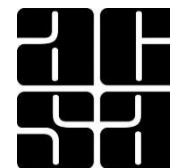
Experience

The most effective council member would be in a position directly related to human resource responsibilities.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Leadership Development Committee



Purpose of Committee

The Leadership Development Committee, with a representation from each region, two board members and chaired by the ACSA State Past President, was formed as an advisory committee to the ACSA State Board to look at the governance of the organization and provide clarity, consistency, and alignment of the bylaws of state ACSA, the regions, committee, and councils. In addition to this work, the state board has asked the LDC to provide recommendations to the board on how they can help with the board's responsibility to provide leadership development and best practices for the committees and councils each year. Working with the board, define association leadership needs, set criteria and requirements, the build programs, trainings and orientation strategies, mentoring/coaching opportunities, and other tasks that effectively develop leadership at the region, committee/council, and board levels.

Committee Representation

Recommendations will be solicited from each region.

Responsibilities of Committee Members

Serve a three-year term.

Ability to:

- Attend four meetings during the year.
- Attend and represent the region at four meetings held in Sacramento.

Experience

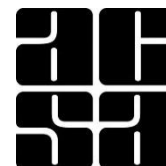
The ideal member has held a variety of positions throughout ACSA at the charter, region, and/or state level as charter officer, region officer, committee/council member, and/or state Board Member.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.

- Submit minutes from the council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Legislative Policy Committee



Purpose of Committee

To identify and study areas of needed legislation affecting ACSA members and public education. To solicit sponsorship requests from ACSA members, and to sponsor bills that improve conditions in California schools. To study proposed legislation and, based upon ACSA's Legislative Platform and additional input from the board of directors, establish ACSA's position on state and federal legislation. To assist in the establishment of the ACSA Legislative Platform.

Responsibilities of Committee Members

- Commitment to serve a four-year term for region representatives.
- Commitment to serve at least a two-year term for committee/council liaisons.
- Commitment to attend all scheduled meetings (four per year) and, if unable to attend appoint an alternate from your region to attend.
- Commitment to review and provide input on the numerous legislative proposals to be considered during the year, especially for the topic of the subcommittee on which the committee member serves.
- Commitment to communicate with region on legislative issues.

Ability to:

- Read and comprehend the impact of legislation upon existing school and/or county office operations and programs.
- Evaluate, discuss, debate, and reach consensus to support or oppose legislative proposals.
- At times, agree to disagree and support the majority position recommendation.

Experience

- Involvement in legislative policy and/or legislative action at the region or charter level.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your committee has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the committee meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the committee meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Member Services Committee



Purpose of Committee

To recruit, retain and recognize members. To identify trends and issues with membership categories that may require changes or adjustments. To support and help grow ACSA's Partner4Purpose program to further meet the needs of members. To monitor and ensure that region and charter bylaws align with state ACSA bylaws and that region and charters are in compliance with these regulations.

Responsibilities of Committee Members

Represent the ACSA members throughout regions by sharing salient points, gathering information to share at committee meetings and maintaining an accurate list of members and non-members to the greatest degree possible.

- Attend at least three committee meetings.
- Serve a three-year term.

Ability to:

- Have the authority to represent the membership in their respective regions, bringing issues before the committee and returning to the regions to share salient points and/or gather additional needed input for the committee to discuss.
- Members must have the ability to gather member data and facilitate the dissemination of committee information.

Experience

- Members should have an understanding of the services available to ACSA members. Although not required, the members should have been a member of State ACSA for at least one full year prior to service on the committee.
- It would be helpful for members to have had experience with the use of the ACSA services and who have an interest in using creative problem-solving strategies which will assist in the development of services to members and maintain and recruit ACSA membership.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your committee has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the committee meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the committee meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Middle Grades Council



Purpose of Council

To identify and study issues relating to middle grades administrators and to recommend practices and policies which will lead to high quality programs for young adolescents. To strengthen a network for communication among middle grade administrators. To plan, provide, and encourage professional development programs for middle grades administrators. To assist in the recruitment of middle grades administrators as ACSA members. To encourage interaction and support between ACSA, the National Association of Secondary School Principals, the California Department of Education, and other organizations and agencies promoting the interests of middle grades education.

Responsibilities of Council Members:

Assist in the realization of the purpose of the council by:

- Attending and actively participating in three council meetings per year.
- Serving as needed on related sub-council meetings per year.

- Representing the interests and purpose of the council within ACSA and by representing ACSA when called upon by the ACSA leadership.
- Serving a three-year term.
- The time commitment is three to five days per year.

Ability to:

- Be an effective communicator.
- Be actively involved.
- Assume and perform leadership functions.

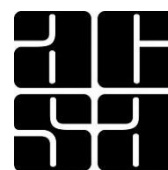
Experience

- At least three years of middle school experiences preferred.
- Successful leadership experience.
- Involvement in school reform/improvement efforts.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Retirement Committee



Purpose of Committee

To provide leadership, direction, clarification, and understanding of the California State Teachers' and California Public Employees' Retirement Systems to all ACSA members. To actively work with other members of the retirement coalition to protect and enhance the benefits of the California State Teachers' Retirement System and the California Public Employees' Retirement System. To investigate and to promote legislation that positively impacts or affects members of both systems. To encourage the continued participation, involvement, and service of retired ACSA members in the cause of protecting and advocating for retired member pensions.

Responsibilities of Committee Members:

- Provide leadership at the region level for the region level committee.
- Disseminate information from committee meetings to retirement leaders at the region level.
- Contribute articles, when called upon, to region newsletters.
- Attend three state committee meetings.
- Serve as a representative for the Retirement Committee on other related committees with other organizations.
- Initiate discussions at state committee level about regional issues which have statewide impact.
- Serve a three-year term.

Ability to:

- Dedicate time to Retirement Committee in addition to regular work responsibilities, if applicable.

Experience

- Serve as a Retirement Committee representative on CalSTRS client advisory, other STRS committees.
- Help plan retirement sessions at Leadership Summit.
- Attend a lobby day at State Capitol, when applicable.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your committee has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the committee meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the committee meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Secondary Education Council



Purpose of Council

To identify and study issues and make recommendations to ACSA Board of Directors related to secondary education. To recommend practices and policies

which will lead to high quality programs for secondary students. To recruit secondary administrators as members and to maintain a liaison between ACSA, NASSP, C.I.F., and other state agencies relating to secondary education. To plan and coordinate professional development programs for secondary administrators.

Responsibilities of Council Members:

- Provide leadership at the region level for the region level committee.
- Disseminate information from council meetings to Secondary Education leaders at the region level.
- Contribute monthly articles to region newsletters.
- Serve a three-year term.

Ability to:

- Dedicate time to Secondary Education Council in addition to regular work responsibilities.
- Estimated total time commitment per year = six days.

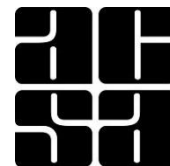
Experience

Site or district experience in secondary education administration, minimum three years.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Small School Districts Committee



Purpose of Committee

To advocate small school district issues within ACSA. To provide the Legislative Policy Committee information on legislation that would affect small school districts in conformance with ACSA's legislative platform positions. To provide training and information to support small school district administrators. To facilitate networking

between CSBA's Small School District Council and the Small School Districts Association Executive Committee. An opportunity for Small School District Superintendents to network and provide collegial support.

Responsibilities of Committee Members:

Provide leadership at the region level for the region level committee.

- Provide leadership at the region level for the region level committee.
- Disseminate information from committee meetings to small school district leaders at the region level.
- Attend ACSA Leadership Summit.
- Contribute articles to region newsletters.
- Attend three state committee meetings.
- Serve as a representative for the Small School District Committee on other related committees with other organizations.
- Initiate discussions at state committee level about regional issues which have statewide impact.
- Serve a three-year term.

Ability to:

- Dedicate time to Small School District committee in addition to regular work responsibilities. Estimated total time commitment per year is three to six days and the Leadership Summit.

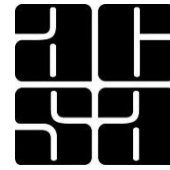
Experience

- In leadership positions dealing with small school districts.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your committee has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the committee meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the committee meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Student Services and Special Education Council



Purpose of Council

The Council supports administrators in the areas of special education, student services, and coordinated youth services by: advocating best practices, policies, and legislation to ensure positive student programs; improving collaboration and communication between general education, student services, special education, and other support agencies and organizations; facilitating the development and understanding of current trends and financial issues related to their impact on student programs and services; planning and coordinating timely and meaningful professional development offerings for new and experienced school administrators; championing equity and inclusive practices to ensure access for each student; be an advisor to other ACSA Council, Committees, and ACSA Leadership, and assisting in ACSA membership recruitment.

Responsibilities of Council Members:

- To uphold the purpose of the council (above) with proactive work.
- To submit, review, and/or consider legislation related to pupil services and /or special education.
- To actively support the annual Student Services/Special Education Symposium.
- To identify significant issues in the areas of student services/special education and provide leadership/direction to California administrators working with those issues.
- Initiate discussions at State council level about regional issues which have statewide impact.
- Attend three state council meetings yearly and lead a subcommittee or activity for one year.
- Serve as a representative for Student Services/Special Education on other related committees/councils with other organizations.
- Serve a three-year term.

Ability to:

- Identify and respond to critical issues proactively, in written and oral presentations.
- Analyze, critique and support legislation.
- Be a team player.

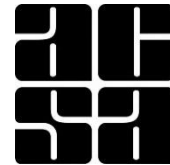
Experience

In the fields of special education and/or student services as an administrator in California; other committee/task force membership and legislative action helpful. In leadership positions dealing with Student Services and/or Special Education issues.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your council has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the council meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the council meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Superintendency Council



Purpose of Council

To identify and study issues related to the role and responsibilities of superintendents and proactively advocate for solutions. To strengthen a network for communication among superintendents. To be proactive in representing the viewpoints and vision of superintendents on critical education issues with a view toward influencing policy and practice at the local, state, and national levels. To plan strategies and practices which will influence the quality of education for all California students. To voice the critical need for stable, sound finance for educating California's children. To represent superintendents in ACSA's relations with the Governor's office, Legislature, and State Superintendent of Public Instruction. To plan and coordinate professional development activities for superintendents and activities to enhance professional development of administrators and all school district positions. To encourage the active participation of superintendents and all other management team members in ACSA. To maintain a liaison relationship with AASA and other state organizations and agencies.

Responsibilities of Council Members

- Provide leadership at the ACSA region level and at the state level.

- Disseminate minutes and information from Council meetings to superintendents at the Region level.
- Attend six monthly state council meetings.
- Attend the ACSA Superintendents' Symposium Serve on committees of the Superintendency Council.
- Serve a three-year term.

Ability to:

In addition to regular work responsibilities, dedicate time to achieving the goals of the Superintendency Council.

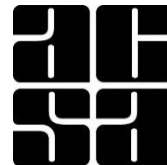
Experience

Must be superintendent of a California school district.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your committee has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the committee meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the committee meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.

Urban Education Committee



Purpose of Committee

To identify and study issues relating to urban education. To emphasize the need to improve educational opportunity for children in urban school districts. To identify and articulate the unique concerns of administrators in urban school districts. To recommend solutions and/or courses of action to deal with problems and needs of urban schools. To identify and study issues and make recommendations on practices, policies, and positions to ACSA's leadership and staff and to state agencies/legislators related to urban education.

Responsibilities of Committee Members:

- Provide information regarding important issues, concerns and needs from your district at the UEC meetings. Disseminate information from UEC meetings to district and region.
- Attend ACSA Leadership Summit.
- Participate in surveys generated by the UEC regarding urban education issues and concerns.

Ability to:

- Dedicate time to UEC in addition to regular work responsibilities.
- Attend at least three state committee meetings.
- Initiate discussions at state meetings regarding issues which have statewide impact.

Experience

- Service in leadership position in district self-identified as urban with size/enrollment of at least 20,000.

Region Responsibilities

- Attend three (3) General Membership Meetings (GMAs) during the year. If your committee has met prior to GMA, please be prepared to give a brief report.
- Attend Region Leadership Training.
- Submit minutes from the committee meeting to the Region Vice President, Region Consultant, and Region Communications Specialist. (Please submit minutes in Word format to Communications Specialist.)
- If you cannot attend the committee meeting, please send an alternate from the list of charter representatives in the Region 7 Directory.



Region 7

PROFESSIONAL DEVELOPMENT PLANS & SPRING REBATE

Professional Development Rebate

▲ Charter professional development plans are due to VP/Programs by the 1st Friday in November.

▲ Once they have been submitted and approved, she/he will forward it to the Treasurer who will then sign and return them to VP/Programs.

▲ When received by Treasurer, she/he will send a check equal to # of State ACSA members X \$10.00 for charters Stanislaus & San Joaquin with more than 75 State ACSA members. Charters Mother Lode & Tuolumne with less than 75 State ACSA members receive \$750.00 each.

*****Retirement Charter receives \$300.

Spring Rebate

▲ Based on the criteria stated above Stanislaus & San Joaquin are mailed rebate checks equal to # of State ACSA members X \$4.00. Mother Lode and Tuolumne charters receive \$250.00 each.

PROFESSIONAL DEVELOPMENT PROGRAM

I. DESCRIPTION OF THE PROGRAM

The _____ Charter of the Association of California School Administrators conducts Professional Development Programs that meets the needs of its members. The programs are selected from traditional events that have developed over time and new events that are suggested by the membership.

II. PROGRAM OBJECTIVES

1. Provide workshops for members that will expand their knowledge related to current educational issues and legislation.
2. Provide the opportunity for all members to share concerns and discussions related to improvement.
3. Encourage recruitment and retention of ACSA membership, including retreats.

III. PARTICIPANTS

The programs are available to all _____ Charter ACSA; and to ACSA members, potential ACSA members and classified employees within ACSA Region

7.

IV. COMMITTEE

The planning committee includes _____ Charter Cabinet members. Planning of the in-services is included in meetings held regularly. Input regarding relevant topics is collected through a survey of the general membership.

V. EVENTS & BUDGET

EVENT	EXPENSE ITEMS	COST
Fall Kickoff Date:	Refreshments Decorations Entertainment Mailing expenses	
Professional Development Event Date:	Refreshments Guest Speaker (travel, expenses, etc.) Decorations Publicity Entertainment	
Every Student Succeeding Breakfast Date:	Refreshments Mailing expenses Photos Awards Entertainment Decorations	
Employees Who Make a Difference Date:	Refreshments Decorations Entertainment Mailing expenses	
Event Name Date:		
Event Name Date:		

TOTAL:

VI. EVALUATION

Programs are evaluated via feedback to the _____ Charter
President and Officers.

This is an official request for Region 7 to reimburse PDP funding to the ACSA
_____ Charter, based upon the information presented above.

Charter President

Date

Region 7 Action:

_____ This program is approved as submitted and payment is authorized.

_____ This program is being returned for:

VP/Programs

Treasurer

Date

(Student Scholarship Letter)

Dear _____

Congratulations! You are being awarded the Ken Brown/Francine Gasper Scholarship from ACSA Region 7. It was obvious from your application that you are very deserving of this honor. Your selection as one of the winners was announced at ACSA's Region 7 General Membership Assembly on April 20th.

After you have registered for higher education and have your receipt, please send a copy of the registration receipt to Araseli Zamora, Business Manager/ACSA Region Treasurer at 219 N. Reinway Avenue #2, Waterford, CA 95386. She will send you a check for \$1,000. Again, congratulations to you and your family on this achievement.

Sincerely,

Name
ACSA Region 7
President-Elect

(Student Scholarship Letter & GMA Invite)

Dear _____

Congratulations! You are being awarded the Ken Brown/Francine Gasper Scholarship from ACSA Region 7. It was obvious from your application that you are very deserving of this honor. Your selection as one of the winners will be announced at ACSA's Region 7 April General Membership Assembly and we hope you can attend.

The April General Membership Assembly will be held on _____ at _____ P.M. The scholarship winners are introduced and usually share for about a minute or two how they made their college selection and how the \$1,000 scholarship will benefit them. You and your family are invited to join us.

After you have registered for higher education and have your receipt, please send a copy of the registration receipt to Araseli Zamora, Business Manager/ACSA Region Treasurer at 219 N. Reinway Avenue #2, Waterford, CA 95386. She will send you a check for \$1,000. Again, congratulations to you and your family on this achievement. Please let me know if you and your family members will be attending the April General Membership Assembly, and/or if you have any questions, by contacting me at _____.

Sincerely,

Name
ACSA Region 7 President-Elect

ACSA STUDENT SCHOLARSHIP CERTIFICATE OF RECOGNITION

STUDENT NAME

In recognition of your hard work and dedication to achieving your education goals. You are a positive role model to your fellow students. This award is given with our sincere admiration and best wishes.



Ramona Soto-Barajas
President, ACSA Region 7

April 20, 2022

Jose Aldao
President Elect, ACSA Region 7

April 20, 2022

EVERY STUDENT SUCCEEDING CERTIFICATE OF RECOGNITION

STUDENT NAME

In recognition of your hard work and dedication to achieving your education goals. You are a positive role model to your fellow students. This award is given with our sincere admiration and best wishes.



Ramona Soto-Barajas
President, ACSA Region 7

April 20, 2022

Jose Aldape
President Elect, ACSA Region 7

April 20, 2022

(Student Scholarship Rejection Letter)

Dear _____

Thank you for your application to ACSA Region 7's Ken Brown/Francine Gaspar Scholarship. We enjoyed getting to know more about you and we appreciate you sharing information about yourself with us.

Determining the recipients of the Ken Brown/Francine Gaspar Scholarship is always a difficult decision and is based on many factors. I regret to inform you that you were not selected to receive this award this year. Unfortunately, ACSA Region 7 does not have the resources available at this time to provide a scholarship to each worthy applicant.

I wish you the best of luck in pursuing your educational goals.

Sincerely,

ACSA Region 7
President-Elect

(Sample Letter for Leadership Summit Scholarship)

Date

Name

Address

City/State/Zip

Dear _____:

Congratulations! You have been selected to receive a \$500.00 scholarship for the ACSA Leadership Summit. This scholarship was established to support members that desire to attend any ACSA sponsored professional development event. It is my understanding that you submitted a request to attend the ACSA Leadership Summit and that you have already registered and paid for the conference. You may submit receipts to (Treasurer) for reimbursement. Congratulations on your scholarship.

Treasurer's Name:

Address:

Phone Number:

Email:

Sincerely,

Name:

Region 7 President-Elect

Phone:

(Sample Letter to Council & Committee Regional Chairs)

Association of California School Administrators
Region 7
Council and Committee Regional Chairs

Date:

Dear Region 7 Council and Committee Chairs,

Thanks for serving as a regional chair for one of ACSA's councils or committees. As a regional chair you are a critical link between the state councils/committees and ACSA members in Region 7. As a regional chair, you are expected to attend statewide council or committee meetings and take notes from the meeting. To facilitate communication between the various councils and committees, please adhere to the following:

- Attend statewide council and committee meetings – generally, there will be three meetings/webinars throughout the school year for each council/committee. I have attached the council/committee meeting dates for your review. You may also find them on the ACSA.org website.
- If you are unable to attend a meeting, then you are responsible for securing an alternate to attend the meeting; please let me know if you are unable to find an alternate for a meeting
- Take notes at the meeting and send the notes to the current Region 7 President-Elect, Claudia Vicino (clvicino420@gmail.com), charter council and committee leads (if the charter has a lead), and me (masanders2123@gmail.com) within one week after the meeting
- The meeting notes will be shared at the three (3) Region 7 General Membership Assembly meetings
- I will contact you if notes are not received within one week of your meeting

Once again, thanks for being an active member of ACSA and for contributing to Region 7.

Cordially,

Mary Ann Sanders
ACSA Region 7
Executive Director/Region Consultant

(Sample Letter for Nominations)

The Region 7 Nominating Committee requests your assistance in suggesting nominees for Region officers for the year _____.

Nominations must be received on or before _____ in order to be considered by the committee. The committee will be making recommendations for (list offices – ex. President-Elect, Vice President/Programs, Secretary, and Director to the State Board).

A criterion which the Nominating Committee will use in making the final selections includes consideration of candidates:

1. who served in position of leadership at region and/or charter level
2. are active participants in ACSA Region 7
3. provide balanced geographical and job alike representation

Nominations may be received from charters, committees, or individual members of Region 7. All will be considered by the Nominating Committee and their report of selected nominees will be made at the January Board meeting.

If there are any additional nominees by the _____ deadline, these will be publicized through Charter Presidents prior to the _____ deadline to e-mail the ballot.

Your cooperation is appreciated.

(Sample Letter for Spring Conference Scholarship)

Association of California School Administrators
Region VII counties: Amador, Calaveras, San Joaquin, Stanislaus, Tuolumne

Date

Name

Address

City/State/Zip

Dear _____:

Congratulations! You have been selected to receive a \$500.00 scholarship for the ACSA Region 7 Spring Conference in South Lake Tahoe, (dates), at the Lake Tahoe Resort. If you have not already registered, you should do so immediately at (registration link).

Scholarship recipients MUST stay at the Lake Tahoe Resort. To make your reservation, call (phone number) or go online at (website). Be sure to mention that you are with ACSA Region 7 to get the conference rate. Please make your room reservation immediately upon receiving this letter.

You should keep receipts for registration, lodging, meals, and travel for the conference. You can submit those receipts to our Region 7 treasurer, at the address below

Treasurer's Name

Address

City/State/Zip

Phone

Fax

Email

I look forward to seeing you at the conference!

Name

Region 7 President-Elect

Phone:

(Sample Letter to Nominator)

Date

Name

District

Address

City/State/Zip

Dear (Name):

Congratulations! On behalf of ACSA Region 7, President (Name) and the Awards Committee, we are pleased to inform you that you have written a successful application and your nominee was chosen to receive an ACSA Region 7 award.

Nominee: Name; Award: Name

We look forward to honoring the nominee's achievements during the President's Awards Dinner at our annual spring conference scheduled for (date), at the (location).

Honorees will be recognized at the awards dinner at 6:30 p.m.

We hope you will be able to join us at the awards dinner and take the opportunity to honor your nominee for their admirable leadership in public education.

Region 7 award recipients will be advanced for the ACSA State Award. Thank you for submitting the application and making the award recognition possible for the nominee's achievements.

If you have any questions about the award or the award ceremony, please contact (Awards Chair Name) at (email address) or via phone (work number) or (cell number).

Sincerely,

(Name)

Region 7 Awards Committee Chair

(Sample Letter to Award Winner)

Dear (Name):

Congratulations! On behalf of ACSA Region 7, President (Name), and the Awards Committee, we are pleased to inform you that you have been selected for the **Region 7** (Name of the Award) **the Year**. We look forward to honoring you and recognizing your achievements when we make the formal announcements during our annual spring conference, scheduled for (dates) at the (location).

Region 7 Administrator of the Year Awards will be presented during the **President's Awards Dinner** beginning at **6:30 p.m. on (date)**. Honorees and one guest are invited to attend a **pre-ceremony reception at 5:30 p.m.** that same evening. Photographs will be taken during the pre-ceremony reception, so it is important that you plan to attend this portion of the evening. ACSA Region 7 will host you and one guest for dinner immediately following the pre-ceremony reception.

This year's conference theme, "(Theme Name)" will celebrate the daily excellence of educational leaders and offer strategies and best practices for the many challenges we encounter every day. We hope you will be able to join us for this outstanding professional development opportunity and allow the opportunity to honor you for your admirable leadership in public education. Conference registration and hotel information is located online at the Region 7 website or through the links below. Register now in order to receive reduced rates.

- Register for the Spring Conference today at: (link)
- Hotel reservations may be made at: (Link) Group code:

As an award winner, there are few items that we will need from you in order to fully share your accomplishments and make the event special. These items are needed by **(Date)**.

- The **name on your award** will be printed as you see addressed on this letter. If you would like your name to appear differently, please let us know.
- A poster with a professional photo of you will be posted at the conference on the day of the award ceremony. Please send us a **current "headshot" photo** that you would like to use. If you do not have a current photo, Shoob Photography is a participant and sponsor at the Region 7 conference and is available to capture your professional image. Please let us know if you need to take this photo.
- Lastly, we will play a video sharing your accomplishments during the award ceremony. For the video, please send **five or six digital pictures** that represent your professional life, personal life, or a combination of both. These photos help everyone see who you are.

Please send all pictures and information to: (Awards Chair) at [\(email address\)](#)

Items are needed by **(Date)**.

Please also reach out if you have any questions about the award or the award ceremony.

Congratulations once more on achieving this recognition.

Sincerely,

(Name)

Region 7 Awards Committee Chair

(Email address); work (phone number); cell (phone number)