

2021 NOMINATION RULES & INSTRUCTIONS

Nomination Application Due June 4, 2021 (5:00 pm PDT)

Please read carefully before contacting a potential nominee. These rules and instructions must be followed or the nomination will not be accepted.

1. Nomination must be submitted [online](#). Nomination includes completion of online nomination form, a letter of support from nominator (Academy member) and two (2) additional support letters from other Academy members. Additional support letters **will not** be considered. Support letters must explain what the applicant will offer the Academy. It is highly recommended support letters provide insights into why the nominee should be elected into the Academy and not just repeat the candidate's experience.
2. Academy members may nominate no more than two (2) individuals for membership in any one year.
3. Members of the 2021 Membership Committee and the Academy Board of Directors may NOT nominate an individual or write a support letter.
4. **Please Note:** The nominee must provide a written statement (in the nomination form) addressing the question: "Why are you seeking Academy Membership, and how will you contribute to the profession as an Academy member?" Encourage your nominee to research the Academy's goals on our website and to be specific.
5. Nominee must meet these minimum requirements for membership:
 - a. Practitioner must have served in a high-level position for no less than 15 years and holds a BS or BA. As a general rule, a high-level position may be a general manager, director, executive director, deputy director, superintendent and/or administrator who has significant experience and oversight in a majority of the following areas: parks, recreation, personnel, training, budgeting, planning, capital improvements and marketing. Educator must have attained the rank of full Professor OR served in a high level of administration and be recognized as an educator for a combined period of 15 years.
 - b. Be recognized as a leader in the park and recreation field either as a practitioner or educator; the nominee has demonstrated a record of participating in local, state, regional and national professional organizations; and the nominee has contributed through writing and public speaking appearances.
6. **The nomination form with accompanying letters of support must be submitted [online](#) by June 4, 2021 (5:00 pm PDT). Please retain a copy for your records.**

For further information

Email: info@aapra.org

Visit: www.aapra.org

Joe DeLuce, Membership Committee Chair, joe.deluce@champaignparks.com



MINIMUM REQUIREMENTS FOR MEMBERSHIP

Education - Minimum BS or BA degree

Experience - Served in a high level of administration in a park and recreation agency for not less than 15 years as of October 1 of the year nominated. The nominee may presently hold a high-level position in a park and recreation agency or university teaching in parks and recreation OR have had experience in a high-level administrative position(s). **Professionals**, as a general rule, must serve in a high-level position i.e., general manager, director, executive director, deputy director, superintendent and/or administrator who has had significant experience and oversight in a majority of the following areas: parks, recreation, personnel, training, budgeting, planning, capital improvements and marketing. **Educators** must have attained the rank of full Professor OR served in a high level of administration and as a recognized educator for a combined period of not less than fifteen (15) years as of October 1 of the year nominated.

Professional experience is defined as career path, years of service, positions held, etc. and must differentiate from those defined as professional accomplishments including those outside of vocation.

Professional Involvement - Demonstrated leadership involvement at the local, state, regional and/or national levels and display a broad interest and reflective nature interpreting experiences to others.

Publications and Major Presentations - Demonstrated contribution(s) in publications or presentations that benefit all members of the profession; include examples of the applicant's speeches on professional subjects to peers and populations served. Be specific with dates, name of organizations, or publication names.

Honors and Awards - Nominations should include a list of nominee's honors and awards that specifically pertain to contributions to the park and recreation profession. Applicant should list separately agency from individual honors and awards.

Contributions to the Academy - Since the Academy's goal is to make innovative contributions to the park and recreation field, rather than to be an honor organization, nominators should clearly point out the contributions that candidates may potentially offer to further the Academy's work.

Nominee's Statement - The nominee must provide a written statement addressing the question, "Why are you seeking Academy Membership, and how will you contribute to the profession as an Academy member?"

Separate Documents:

Nominator's Letter: Why and how do you believe this individual will contribute to the goals and objectives of the Academy? Provide your insights about your nominee beyond repeating their resume. This letter is critically reviewed by the Membership Committee and should provide your insights about your nominee beyond repeating what is provided in their resume.

Support Letters (2): Encourage the Academy members asked to write a support letter to provide their insights about the nominee and why they should be elected into the Academy. The letter should go beyond repeating what is provided in their resume.



NOMINATION WORKSHEET
Nomination must be submitted [online](#)

This worksheet may be shared with your nominee to help you both craft their application for membership

NOMINATOR INFORMATION (Must be an Academy Member)

Name:
Mobile Phone Number:
Email:

NOMINEE INFORMATION

Name:
Nominee Status: _____ Professional _____ Educator _____ Non-Profit/Private Sector

EXPERIENCES (List only those experiences that are at a high level of administration that meet the 15 years requirement)

1. Current Employer

Date of Employment (Mo/Yr): _____ to Present
Title: _____
Title of Immediate Supervisor: _____
Agency/Institution: _____
Address: _____
City: _____ State: _____ Zip: _____
Mobile Phone: _____ Office Phone: _____ E-Mail: _____

Characteristics of Current Employer (or if retired, agency of primary service)
(Please check each category.)

PROFESSIONAL

Population served
____ Under 20,000
____ 20,000 to 49,000
____ 50,000 to 99,999
____ 100,000 to 249,999
____ 250,000 or over

Type of entity
____ Municipality
____ County / Parish
____ Township
____ Special District
____ School
____ Other _____

EDUCATOR

Type of educational institution
____ 4 year college
____ 2 year college
____ Other _____

Briefly Define Scope of Responsibility _____

Scope of Operation

_____ parks only _____ size of staff
_____ recreation/community services only _____ annual budget (capital & operating)
_____ both parks & recreation
_____ academic
_____ other _____

Chief Accomplishments to Date:

2. List Prior Professional Experiences (provide employment(s) information that total 15 years as of January 1 of the year nominated). Experiences listed should be at a high level of administration/management.

<u>Dates (fr/to)</u>	<u>Position Title</u>	<u>Agency/Institution</u>	<u>City/State</u>
_____	_____	_____	_____

Job Title of Immediate Supervisor: _____

Briefly Define Scope of Responsibility _____

Scope of Operation

_____ parks only _____ size of staff
_____ recreation/community services only _____ annual budget (capital & operating)
_____ both parks & recreation
_____ academic
_____ other _____

Population served

_____ Under 20,000 _____ 50,000 to 99,999 _____ 250,000 or over
_____ 20,000 to 49,000 _____ 100,000 to 249,999

Chief Accomplishments in Position:

<u>Dates (fr/to)</u>	<u>Position Title</u>	<u>Agency/Institution</u>	<u>City/State</u>
_____	_____	_____	_____

Job Title of Immediate Supervisor: _____

Briefly Define Scope of Responsibility _____

Scope of Operation

_____ parks only _____ size of staff
_____ recreation/community services only _____ annual budget (capital & operating)
_____ both parks & recreation

academic
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Chief Accomplishments in Position:

3. **Education/Professional Training** (List degrees, workshops, schools, certification programs, etc.)
Degree or Program Title Date/Length

4. **Professional Certifications/Organization & Year** (do not abbreviate)

5. **Professional Involvement Include Leadership Positions Held in Local, State, Regional, and/or National Organizations**
Give date(s), organization(s), and position(s) held. List most recent experience(s) first.

6. **Publications/Articles**
Provide publication names, date, and title of publication or article.

7. **Presentations**
Provide name of Local, State, Regional, or National Conferences / Programs or presentations before governmental bodies, title of presentation and dates, audience composition and size.

8. **Honors and Awards**
List Individual Awards first; followed by Agency Awards. Include date award or honor received.

9. **Nominee's Statement**
Why are you seeking Academy membership, and how will you contribute to the profession's advancement as an Academy member?

Nominees are encouraged to visit the American Academy's website <http://www.aapra.org/> to view our vision, mission, bylaws, committees, and initiatives.