



2007 Principal's Leadership Award Official Nomination Form

DEADLINES: Student/Applicant: Completed forms turned in to the principal* or school administrator: **November 23, 2007**
Principals: Postmark deadline to SPA: **December 7, 2007**

HOW TO APPLY

Use one of the following methods:

1. Online: Go to www.scholarshipadministrators.net, follow all onscreen instructions and when prompted, use the Access Key: PLA
2. Use the interactive Word nomination form found on our Web site: www.principals.org/pla
3. Fill out this nomination form in its entirety

***Note: Students return documents to the principal for final approval, recommendation, signature, and mailing of all required documents.**

Please make sure you read and follow the instructions carefully as all incomplete nominations will be disqualified. Only one nomination per school is allowed. All information remains confidential to NASSP and Scholarship Program Administrators.

I. Nominee Information

1. First Name: _____ MI: _____ Last Name: _____
Home Address: _____ City: _____ State: _____ ZIP: _____
Home Phone Number: _____ E-mail Address: _____
Sex: Male Female Date of Birth (mm/dd/yyyy): _____
Secondary School Name: _____
School Address: _____ City: _____ State: _____ ZIP: _____
Principal's Name: _____ E-mail Address: _____
School Phone Number: _____ Principal's Extension: _____
2. Graduating Class Size:
 Small—Class size 1–99 seniors Large—Class size 200–349 seniors
 Medium—Class size 100–199 seniors Very Large—Class size 350+ seniors
3. High School:
 Public—Primarily supported by public funds Parochial—Primarily supported by parochial funds
 Private—Primarily supported by private funds
4. College Bound Percentage:
 Low College Bound—less than 1/3 enrolled in College Preparatory Courses
 Medium College Bound—1/3 to 2/3 enrolled in College Preparatory Courses
 High College Bound—more than 2/3 enrolled in College Preparatory Courses
5. Type of Community: Rural Urban Suburban

II. Academic Information

6. Check the box beside your official cumulative grade point average at the end of your **junior year**. Equivalent scores for three common grading systems are indicated. If your school uses a different system, ask your adviser or school counselor which box to check. If "A" is the highest grade in your school, consider it as the box A+ and adjust the other grades accordingly.

4-point scale	Letter Grade	Percent Grade	4-point scale	Letter Grade	Percent Grade
<input type="checkbox"/> 2.75–2.99	B-	80–82	<input type="checkbox"/> 3.50–3.74	A-	90–92
<input type="checkbox"/> 3.00–3.24	B	83–86	<input type="checkbox"/> 3.75–3.87	A	93–96
<input type="checkbox"/> 3.25–3.49	B+	87–89	<input type="checkbox"/> 3.90–4.00	A+	97–100

7. a. Enter your exact rank in class at the end of your **junior year**: _____
b. Enter the size of the entire junior year class: _____

8. Test Information—Enter ACT and SAT information (if available):

ACT—Enter the highest standard composite score from a single test date: _____

SAT—Enter the highest standard scores from a single test date and add the standard scores to obtain a total score (max. 2,400):

_____ Critical Reading _____ Math _____ Writing TOTAL SCORE: _____

III. Student Leadership Activities

Please review the instructions for each category before answering questions 9–22.

Instructions for items 9-13: Place a check in the column for the grade in which you served as an elected officer in the specified activity or organization:

Questions		9.			10.			11.			12.			13.			13. Part II
Positions:		President Editor			Vice President Asst. Editor			Secretary Business Mgr.			Treasurer			Other Office Held (not membership)			In the space below, please provide the title of the position indicated by your response to question 13 as it relates to items A–E. Example: State Officer; Class Historian
ACTIVITIES:		Grades:			10	11	12	10	11	12	10	11	12	10	11	12	
A.	Student Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Class Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	National Honor Society	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.	High School Newspaper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.	High School Yearbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enter TOTALS for each office:																	

Instructions for items 14-18: Place a check in the column for the grade in which you served as an elected officer in an activity or organization different from those outlined above (i.e., Band, Spanish Club, FFA, School Improvement Team, etc.).

Questions		14.			15.			16.			17.			18.			18. Part II
Positions:		President			Vice President			Secretary			Treasurer			Other Leadership Roles Held (not membership)			In the space below, please write the title of the position indicated by your response to question 18 as it relates to items F-M.
LEADERSHIP ACTIVITIES:		Grades:			10	11	12	10	11	12	10	11	12	10	11	12	
F.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enter TOTALS for each office:																	

Instructions for items 19-22: Mark the appropriate boxes ONLY if you were a full season captain/cocaptain and/or letter winner.

Athletic Activities (including cheerleading)		Positions:		Captain/Cocaptain (Full Season)			Varsity Letter (Winner)		
List Name of Sport		Grades:		10	11	12	10	11	12
19.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter TOTALS for each position:									

IV. Membership in Other Organizations

23. In the table below, list membership (other than those already listed in questions 9–18) in organizations, clubs, groups, etc., from school or the community (and indicate school or community by marking the S or C box) to which you belonged in grades 10, 11, 12.

S	C	Name of Organization, Club, Team, etc.	10	11	12	S	C	Name of Organization, Club, Team, etc.	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. Special Recognition, Awards, and Honors

24. Briefly describe special recognition, top awards, top honors, and scholarships and list the level: national, state, city, county, or school level received in grades 10, 11, 12. Include involvement in Boy Scouts or Girl Scouts and highest rank achieved. Prioritize your responses and limit them to one item per line. Do not include "Who's Who" type of references. Do not repeat items listed elsewhere.

Description	Level	Special recognition, top award, honor, etc.	Level
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VI. Community Service and Volunteerism

25. Please identify by **descriptive title** those volunteer service projects from school or the community (and indicate school or community by marking the S or C box) in which you have participated in grades 10, 11, and 12. Estimate the total number of hours you contributed to each project.

S	C	Service Project Descriptive Title	10	11	12	Estimated # of hours
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

VII. Work Experience

26. Describe any paid employment **during the school year only** and indicate the total number of hours spent on a weekly basis. (Do not include employment paid by parents.)

Employment Description	Estimated # of hours per week
_____	_____
_____	_____
_____	_____

VIII. Narrative

27. **Leadership Narrative:** Attach a one-page narrative—no more than 300 words, no smaller than 10 pt. type—in response to the following leadership question. This becomes part of your nomination. Finalist narratives will be read by the national selection committee and judged on content, structure, and style of writing:

Based on your personal experiences with professional educators (principals, teachers, counselors, etc.) over the last twelve years, what **leadership qualities** are needed by educators to help them succeed at the work they do in schools?

Please put your name and address on your narrative.

IX. Certification & Signatures (All designated areas for signatures must be completed.)

28. Student and Adviser (or Counselor) Certifications:



- A. **Student/Applicant:** I certify that all information contained in this nomination form is true and factual. I agree that NASSP may use my name and likeness and any other information or materials provided by me in connection to this program for purposes of news, publicity, and advertising in all media, including but not limited to print and electronic media, Internet Web sites, and CDs.

Signature of Student/Applicant: _____ Date: _____



- B. **Adviser (or Counselor):** I certify that I have reviewed the applicant's responses and that they are correct, insofar as the official school records indicate. The material and fee required are enclosed.

Name (Please Print): _____ Title: _____

Signature of Adviser/Counselor: _____ Date: _____

X. Recommendation & Signature (All designated areas for signatures must be completed.)

29. Principal's Recommendation and Signature (Note: Assistant Principals may complete this section.)

Instructions: Typed recommendations are required; they may be computer generated and glued in this space. Limit recommendations to the space provided using a minimum of 10-pt type – attachments will not be considered. Note: unsigned recommendations will be disqualified. **Explain what sets this student apart from others as a student leader.**

I recommend this student for consideration as a Principal's Leadership Award scholarship recipient because:



Name (Please Print): _____ Title: _____

Signature: _____ Date: _____

Instructions for completing the nomination process (all steps must be followed exactly for the nomination to be considered):

Nomination materials must include **ONLY** the following materials:

The **completed** nomination form with signatures of the applicant, adviser or counselor and principal or assistant principal – reviewed for completeness and accuracy

The official transcript or secondary school record

The completed narrative with student's name and address

The \$6 processing fee payable to *SPA/Principal's Leadership Award* – all checks must clearly state the name of the nominee and high school

A self-addressed and stamped post card if you desire acknowledgement that your materials were received

Students submit completed nomination form, narrative, and stamped, addressed postcard to your school administrator by **November 23, 2007**. Keep a copy for your records.

School administrators postmark the nomination materials by **December 7, 2007** (completed nomination form, narrative, stamped & addressed post card, official transcript and \$6 processing check). Keep a copy for your records.

MAIL TO:

Principal's Leadership Award
Scholarship Program Administrators, Inc.
P.O. Box 24605
Nashville, TN 37202

Do not mail materials to NASSP

NOTE: Winners will be notified during National Student Leadership Week, April 13–19, 2008, and names will be posted at www.principals.org/pla.

Non-winners cannot be notified.