



## Nomination Form Administrator of the Year

### ABOUT THE AWARD

The Kettle Moraine Press Association Board of Directors honors the outstanding Administrator of the Year to recognize the assistance, support and encouragement that high school students and advisers receive from them.

### ABOUT THE NOMINATION

The Administrator of the Year Award requires a letter of nomination along with the form on the right. Additional letters of recommendation are encouraged, but not required.

**Once the nomination is received, the Awards Committee chair will contact the nominee for a statement about his or her work to support scholastic journalism,** which will also be taken into consideration in the selection of the winner.

### WHAT TO DO

Use the form at the right for nomination.

Write a letter of nomination.

Optional: Include letters of recommendation.

### AWARD PRESENTATION

Winners will be recognized at the Adviser Luncheon at KEMPA Fall Conference at UW-Whitewater in October.

### SUBMISSION CHOICES

Email to [KEMPAjournalism.org](mailto:KEMPAjournalism.org) with all documents as PDF attachments. Put the name of the award in the subject line. The name of each document should include your name and type of document.

Example: Jones letter of nomination.

Mail to KEMPA Awards, 5410 W. Valley Dr.  
Richmond, IL 60071

### DEADLINE (NOT POSTMARK)

June 15 by midnight

**REQUIREMENT:** Nominator must be a KEMPA publication student, adviser, principal, parent or individual KEMPA member.

### QUALIFICATION:

- Assistance and encouragement to high school journalists
- Recognition and support of student press rights

### NOMINATION FORM:

Your name

Your school/other affiliation

Your personal email

Your phone number

Your KEMPA publication name  
(if applicable)

Your relationship to the person/organization being nominated

Administrator

School

Address

City, State, ZIP

Email

Phone number