



**CAVIT C. CHESHER
ASSOCIATION ACHIEVEMENT AWARD**

**Presented by the
TENNESSEE EDUCATION ASSOCIATION**

Guidelines and Application

NAME OF ASSOCIATION:

Submitted by:

Position:

Address:

Street

City

State

Zip

Phone: (Home)

(School)

UniServ District Number:

Cavit C. Cheshier Association Achievement Award

Guidelines

The Cavit C. Cheshier Association Achievement Award was established in 1995 to honor the former TEA Executive Secretary for his distinguished service to the Association and to the education profession in the state and nation.

Awards

1. Three (3) \$500 grants will be awarded, one in each of three categories based on potential membership:
 - a. Large Locals (potential membership range 325 and larger)
 - b. Medium locals (potential membership range 151-324)
 - c. Small locals (potential membership range 0 to 150)
2. Local associations are eligible to receive an award only once in a five-year period.
3. Awards will be presented at the TEA Representative Assembly.

Nomination Criteria

1. Nominations shall be open to any TEA local affiliate that has developed and implemented exemplary, innovative programs for increasing/maintaining membership, enhancing the professional development of its members, and providing opportunities for teacher involvement in political and community action programs.

Nomination and Selection Procedures

1. Supporting documentation shall be submitted in a hard cover binder (loose-leaf notebook, photo album, scrapbook, etc.).
2. Copies of committee meetings minutes, programs, flyers, local newsletters, etc., shall be accepted as supportive documentation.
3. Documentation (news articles, photos, etc.) shall be dated. A descriptive statement may be included, if needed.
4. Documentation shall be limited to the last five (5) calendar years.
5. Written documentation may be handwritten, printed, or typed.
6. Items shall be taped, pasted, or otherwise permanently attached to the binder.



7. Cassette tapes shall be labeled as in #3 above.
8. Video tapes shall be either 3/4 inch or VHS format and labeled as in #3 above.
9. A comprehensive, overall narrative on the effectiveness of local association programs, goals, and activities shall be included.
10. All questions in each category must be answered to assure the highest score allowable.
11. Entries shall be sent to the Tennessee Education Association, 801 Second Ave. North, Nashville, TN 37201-1099, Attention: CCC Award. Entries must be postmarked on or before **February 2**.
12. All entries will be returned to the local association from which they were received. Winning entries will be displayed at the TEA Representative Assembly prior to being returned to the local association.

Judging

1. Nominations will be judged by persons familiar with education association programs, planning, design, and education excellence.
2. Each nomination will be rated on a competitive basis using the Local Association Program Development (LAPD) criteria.

Cavit C. Cheshier Association Achievement Award Application

CATEGORY I: LOCAL ASSOCIATION STRUCTURE

Rate each of the following components on its own merit. The value of each component is three (3) points. Supporting documentation must be submitted.

An effective local association structure:

Point Value

- 1. Develops short and long-range goals for approval by the membership or Representative Assembly. This is responsibility of Executive Board in cooperation with committee chairpersons.**
 - a. Goals established from data contributed by members**
 - b. Membership apprised of goals**
 - c. Time line established for completion of goals**
 - d. Goals reflected in budget**
 - e. Goals revised and updated as needed**

- 2. Budgets funds adequate to support association programs.**
 - a. Budget developed annually by committee**
 - b. Budget approved by governing body**
 - c. Budget contains appropriate dues structure**

- 3. Provides in constitution for standing committees for each program area and such ad hoc committees as are needed.**
 - a. Duties and charges outlined in constitution**
 - b. Committee members serve on rotating basis**
 - c. Members appropriately trained**
 - d. Chairpersons attend Summer Association Leadership Training**
 - e. Meetings held according to schedule**
 - f. Ongoing evaluation procedure in place**
 - g. Committees report to Executive Board and Representative Assembly for ongoing evaluation or process**

- 4. Establishes a system of association representatives who are trained annually.**

- 5. Arranges for representation at:**
 - a. TEA-RA**
 - b. TEA Summer Association Leadership Training**
 - c. TEA-NEA workshops and conferences**
 - d. NEA-RA**
 - e. Regional conventions/meetings**
 - f. UniServ Advisory Council**
 - g. PACE endorsements (if affiliated)**

TOTAL POINTS (15 possible)

CATEGORY II: LEADERSHIP DEVELOPMENT PROGRAM

Rate each of the following components on its own merit. The value of each component is three (3) points. Supporting documentation must be submitted.

An effective leadership development program:

Point Value

- 1. Identifies potential leaders.**
- 2. Recruits potential leaders.**
- 3. Trains leaders in all areas of association programs.**
- 4. Includes participation of potential and current leaders in state and national workshops and leadership training sessions.**
- 5. Supports leadership attendance at appropriate district, regional, and state meetings.**

TOTAL POINTS (15 possible)

**CATEGORY III: MEMBERSHIP RECRUITMENT,
RETENTION, AND BENEFITS PROGRAM**

Rate each of the following components on its own merit. The value of each component is two (2) points. Supporting documentation must be submitted.

An effective membership recruitment, retention, and benefit program:

Point Value

- 1. Appoints membership recruitment committee and chair prior to the end of the school year.**
- 2. Includes funds for membership materials in association budget.**
- 3. Plans membership campaign and follow-up prior to August.**
- 4. Conducts association representative membership training prior to start of school.**
- 5. Develops local recruitment material.**
- 6. Invites every potential member to join.**
- 7. Identifies, targets, and continues to contact non-members and submits a non-members list to TEA.**
- 8. Maintains a program for contacting new members (i.e. new teacher functions, buddy system, mid-year contract, etc.).**
- 9. Provides for all committee representatives to attend the annual state workshop in August.**
- 10. Holds local member benefits workshops and publishes information on endorsed products in each local newsletter.**

TOTAL POINTS (20 possible)

**CATEGORY IV: INSTRUCTION AND
PROFESSIONAL DEVELOPMENT PROGRAM**

Rate each of the following components on its own merit. The value of each component is two (2) points. Supporting documentation must be submitted.

An effective Instruction and Professional Development Program:

Point Value

- 1. Maintains a local IPD Commission as the local source of information on instructional issues and association services available to teachers for professional development. The committee is appointed by the Executive Committee and trained by TEA staff. The IPD Commission chairperson attends the IPD skills area at the TEA Summer Leadership Academy.**
- 2. Appoints task forces and sub-committees as needed to address pertinent topics of interest to members.**
- 3. Collects and disseminates IPD materials through the Representative Assembly. Reports periodically on priorities, activities and concerns.**
- 4. Submits a calendar of activities annually to the Executive Board that includes both short and long-range goals and provides for local service/staff development workshops.**
- 5. Works with the school board to develop local in-service programs, guidelines for extended contracts; student needs assessment, and other programs/activities, which directly affect the instructional program in the system.**

TOTAL POINTS (10 possible)

CATEGORY V: LEGISLATIVE AND POLITICAL ACTION PROGRAM

Rate each of the following components on its own merit. The value of each component is one (1) point. Supporting documentation must be provided.

An effective legislative/political action program:

Point Value

- 1. Maintains a Legislative Committee appointed by the Executive Committee, with members on rotating terms of service to provide continuity for this program area.**
- 2. Provides for the Legislative Committee chairperson and TEA-FCPE chairperson to attend the Government Relations skills area at the TEA Summer Leadership Academy when it is offered.**
- 3. Acquaints/educates the local membership with TEA and NEA legislative programs (content and process of development).**
- 4. Encourages participation in lobbying activities in the state legislature and the local community to communicate positions on issues.**
- 5. Monitors local board of education and fiscal body or any other subcommittee or agency that impacts public education. Reports activities of these agencies to the membership; e.g., school board contact team, city council/county commission contact team.**
- 6. Maintains affiliation with TEA-FCPE by:**
 - a. Receiving authorization from an official body of the local association to be recognized as the local PACE unit**
 - b. Filing a current list of local officers (chairperson, vice chairperson, treasurer) with TEA-FCPE**
 - c. Filing guidelines with TEA-FCPE for the governance of the local PACE unit that are within the framework of TEA-FCPE policies**
- 7. Communicates link between political action and educational policy-making to members.**
- 8. Develops a plan for organizing and utilizing teacher volunteers; e.g., the PASS system available through the TEA Government Relations Division.**
- 9. Encourages members to actively participate in each political party, from the precinct level to election of national convention delegates.**
- 10. Participates in campaigns and provides workers for all endorsed candidates.**

TOTAL POINTS (10 possible)

CATEGORY VI: TEACHER WELFARE PROGRAM
(Non-Negotiating Locals Only)

Rate each of the following components on its own merit. The value of each component is one (1) point. Supporting documentation must be submitted.

An effective Teacher Welfare Program:

Point Value

- 1. Maintains a Teacher Welfare Committee representative of a cross section of grade levels/subject areas and special interest groups (coaches, principals, etc.) with terms designated and rotated to assure continuity and experience on the committee.**
- 2. Designates a secretary to take notes at each committee meeting.**
- 3. Analyzes budget and school board policy.**
- 4. Prepares proposals relating to salaries, leave provisions, fringe benefits, insurance, credit and investment programs, and general working conditions.**
- 5. Prepares written rationale and cost estimate for proposals.**
- 6. Presents proposals to local school board.**
- 7. Provides the option of inclusion on the local school board agenda; monitoring local commission or council meetings,**
- 8. Reports regularly to Executive Committee, Representative Assembly and membership.**
- 9. Provides representation at TEA-NEA training sessions (TEA Summer Leadership Academy, etc.).**
- 10. Uses TEA-NEA surveys.**

TOTAL POINTS (10 possible)

CATEGORY VI: NEGOTIATIONS PROGRAM
(Negotiating Locals Only)

Rate each of the following components on its own merit. The value of each component is one (1) point. Supporting documentation must be submitted.

An effective Negotiations Program:

Point Value

- 1. Maintains a committee composed of the negotiations team, the chairpersons of the Teacher Welfare, Research, Professional Rights and Responsibilities, and Instructional and Professional Development Committee, and other members as needed. The committee represents a cross-section of grade levels/subject areas and special interest groups (coaches, principals, etc.) with terms designated and rotated to assure continuity and experience. The committee includes geographical representation where needed.**
- 2. Collaborates Executive Committee and Action Committee in developing plans to strengthen negotiations power.**
- 3. Conducts regularly-scheduled negotiations sessions with a team representing the local school board that result in ratification of a contract.**
- 4. Uses documentation to support proposals:**
 - a. Budget analysis and other comparative data**
 - b. Written rationale**
 - c. Cost estimates**
- 5. Logs board and administration action relating to a contract for use in writing proposals.**
- 6. Reports regularly to Executive Committee and Representative Assembly.**
- 7. Publishes a special negotiations newsletter when at the table.**
- 8. Supplies UniServ staff with newsletters, clippings, copies of proposals, current ratified contracts, etc.**
- 9. Maintains contact with the local school board and city council or county commission.**
- 10. Provides representation at TEA-NEA training sessions (TEA Summer Leadership Academy, etc.).**

TOTAL POINTS (10 possible)

**CATEGORY VII: ASSOCIATION GRIEVANCE PROCESSING PROGRAM
(Negotiating Locals Only)**

Rate this program on its own merit. The value of the program is ten (10) points. Supporting documentation must be submitted.

An effective Grievance Processing program:

- 1. Maintains a Grievance Committee appointed by the Executive Committee composed of a cross-section of members from different grade levels and subject areas.**

TOTAL POINTS (10 possible)

CATEGORY VIII: COMMUNICATIONS PROGRAMS

Rate each of the following components on its own merit. The value of each component is one (1) point. Supporting documentation must be submitted.

An effective Internal Public Relations Program:

Point Value

- 1. Maintains a Communications Committee composed of a cross-section of members from different grade levels/subject areas appointed by the Executive Committee. The chairperson attends the TEA Summer Leadership Training.**
- 2. Prepares a communications budget including both internal and external programs.**
- 3. Establishes a distribution system for materials and publishes flyers on a variety of issues as needed.**
- 4. Produces at least monthly an advocate newsletter including TEA-NEA materials.**
- 5. Maintains an ongoing internal communications program.**

An effective External Relations Program:

- 6. Monitors media coverage and clippings file.**
- 7. Identifies local news media contacts.**
- 8. Conducts a community action program that completes at least one project per year.**
- 9. Attends city council/county commission meetings and communicates regularly with community leaders.**
- 10. Develops a full media program (as needed):**
 - a. Press conferences**
 - b. Editorial board meetings**
 - c. News releases and advertisements (production and distribution)**
 - d. Media recognition program (School Bell Awards)**

TOTAL POINTS (10 possible)

CATEGORY IX: HUMAN RELATIONS PROGRAM

Rate each of the following components on its own merit. The value of each component is one (1) point. Supporting documentation must be submitted.

An effective Human Relations Program:

Point Value

- 1. Maintains a Communications Committee composed of a cross-section of members from different grade levels/subject areas appointed by the Executive Committee. The chairperson attends the TEA Summer Leadership Academy**
- 2. Submits annually to the Executive Committee a plan of action, a calendar, and a budget to fund the program.**
- 3. Involves of association members at large in human relations projects, programs, and activities.**
- 4. Develops programs to foster harmonious relations among teachers, administrators, students, parents, and community.**
- 5. Promotes ethnic awareness and inter-group tolerance by publishing special dates and events in the history of all ethnic groups.**
- 6. Designs programs to stimulate involvement of parents, teachers, students, and community in school system activities.**
- 7. Promotes school/community partnerships through jointly-sponsored social activities.**
- 8. Supports community action programs that promote community support of teachers and improve teacher image.**
- 9. Identifies current human and civil rights issues and recommends organizational positions on those issues to the Executive Board or other appropriate policy-making body.**
- 10. Keeps association membership informed about current human relations issues.**

TOTAL POINTS (10 possible)