



STEP-BY-STEP GUIDE

Applying for a **Golden Gavel Award** (*Board Member of the Year*)

BEFORE YOU START THE APPLICATION PROCESS

1. Visit the Golden Gavel Awards website: awards.csba.org/golden-gavel
2. Click on **Board Member of the Year Information** and review the **Eligibility Criteria**, **Nomination Criteria** and **Nomination Process** to ensure your nomination fulfills all specifications.
3. Review the **Sample 2024 Nomination Form**.
4. Prepare and gather all the necessary documentation to apply, making sure the Detailed Description of the Nominee fulfills the **Nomination Criteria**.

Have questions? Visit the [FAQ tab](#) on the Golden Awards website for answers to commonly asked questions or contact the Golden Awards Coordinator at goldenawards@csba.org.

REQUIRED DOCUMENTATION

- ◆ Nominee Activities (1,500 characters max.)
- ◆ Nominee Narrative (1,500 characters max.)
- ◆ Detailed Description of the Nominee

HOW TO WRITE A COMPELLING NOMINATION DESCRIPTION

- ◆ Follow the format guidelines outlined below.
- ◆ Prepare your answers and documents before starting your nomination application.
- ◆ Explain how your nominee exemplifies attributes of an effective individual trustee as outlined in the **Nomination Criteria**.

IMPORTANT APPLICATION REMINDERS

- ◆ Nominee Activities and Nominee Narrative:
 - ◇ Address significant contributions made by the nominee within the last five years, emphasizing work accomplished within the last twelve months of service.
 - ◇ **Format guidelines:** Character count for each should not exceed 1,500 characters including spaces.
- ◆ Description of the Nominee:
 - ◇ **Format guidelines:** Must be in PDF format and no longer than one (1) page in length, double-spaced and at least 11-point font.

BEST PRACTICES

- ◆ Read and follow the **Nomination Criteria** and **Nomination Process** specifications.
- ◆ On page 2 of the **Sample 2024 Nomination Form**, under **Detailed Description of the Nominee**, read the list of topics and address each of them in your description.
- ◆ For Nominee Activities and Nominee Narrative, prepare your answers ahead of time, then copy and paste them into the appropriate section, making sure not to exceed the character count.
- ◆ Apply early so if any of the criteria is missed, CSBA staff can contact you and allow you to submit the missing piece(s) prior to the **June 28, 2024**, submission deadline.



STEP-BY-STEP GUIDE

Applying for a Golden Gavel Award (Governance Team of the Year)

BEFORE YOU START THE APPLICATION PROCESS

1. Visit the Golden Gavel Awards website: awards.csba.org/golden-gavel
2. Click on **Governance Team of the Year Information** and review the **Eligibility Criteria**, **Application Criteria** and **Application Process** to ensure your nomination fulfills all specifications.
3. Review the **Sample 2024 Nomination Form**.
4. Prepare and gather all the necessary documentation to apply, making sure the Detailed Description of the Governance Team fulfills the **Application Criteria**.

Have questions? Visit the [FAQ tab](#) on the Golden Awards website for answers to commonly asked questions or contact the Golden Awards Coordinator at goldenawards@csba.org.

REQUIRED DOCUMENTATION

- ◆ Nominee Activities (1,500 characters max.)
- ◆ Nominee Narrative (1,500 characters max.)
- ◆ Governance Team Attributes
- ◆ Detailed Description of the Governance Team

HOW TO WRITE A COMPELLING TEAM DESCRIPTION

- ◆ Follow the format guidelines outlined below.
- ◆ Prepare your answers and documents before starting your nomination application.
- ◆ Explain how your team exemplifies attributes of an effective governance team as outlined in the **Application Criteria**.

IMPORTANT NOMINATION REMINDERS

- ◆ Governance Team Attributes:
 - ◇ **Format guidelines:** Must be in PDF format and no longer than one (1) page in length, double-spaced and at least 11-point font.
- ◆ Description of the Governance Team:
 - ◇ **Format guidelines:** Must be in PDF format, double-spaced and at least 11-point font.

BEST PRACTICES

- ◆ Read and follow the **Application Criteria** and **Application Process** specifications.
- ◆ On page 2 of the **Sample 2024 Nomination Form**, under Detailed Description of the Governance Team, read the list of topics and address each of them in your description.
- ◆ Prepare a list of significant contributions made by the nominated team within the last 12 to 24 months.
- ◆ Apply early so if any of the criteria is missing, CSBA staff can contact you and allow you to submit the missing piece(s) prior to the **June 28, 2024**, submission deadline.



GOLDEN GAVEL AWARDS

Process & Timeline



NOMINATIONS OPEN

Nominations for the Golden Gavel Awards **open on April 1**. Visit the [Golden Gavel Awards website](#) to learn about Board Member of the Year and Governance Team of the Year criteria and requirements.



NOMINATIONS DUE

Nominations **close on June 28**, giving submitters three months to submit their nominations online via the Entry Form links on the website.



JUDGING

Eligible applications will be evaluated by a panel of judges **in July**. Each application will be reviewed by at least three judges.



WINNERS SELECTED

Winners will be notified **in October**. They will be asked to provide a list of guests and a short speech. Winners must keep their win confidential until the CSBA Annual Education Conference and Trade Show (AEC) in December.



RECOGNITION

In December, Board Member of the Year and Governance Team of the Year winners will be announced during the General Sessions at AEC.



SAMPLE PRESS RELEASE AND WINNER'S KIT

After AEC, winners will receive an email containing a sample press release and a winner's kit.



HALL OF FAME

Winners will be added to the Hall of Fame on the Golden Gavel Awards website and featured in the winter issue of the CSBA *California Schools* magazine and *CA School News* monthly newsletter..