



STEP-BY-STEP GUIDE

# Applying for a Golden Quill Award

## BEFORE YOU START THE APPLICATION PROCESS

1. Visit the Golden Quill Awards website: [awards.csba.org/golden-quill](https://awards.csba.org/golden-quill)
2. Review the **Criteria**, **How to Apply** and **Award Benefits** to make sure your nomination fulfills all specifications.
3. Review the **Sample 2024 Application**.
4. Prepare and gather all the necessary information to apply, making sure your nominee fulfills the **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](mailto:goldenawards@csba.org).**

## REQUIRED DOCUMENTATION

- ◆ Submitter Information
- ◆ Nominee Information
- ◆ Authorization from the superintendent, board president and board members

## BEST PRACTICES

- ◆ Read and follow the **Criteria** and **How to Apply** specifications.
- ◆ Gather all necessary information before beginning your nomination application.
- ◆ 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 QUILL AWARDS

# Process & Timeline



## **NOMINATIONS OPEN**

Nominations for the Golden Quill Awards **open on April 1**. Visit the [Golden Quill Awards website](#) to learn about the award criteria, application process and award benefits.



## **NOMINATIONS DUE**

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



## **WINNERS SELECTED**

**In October**, nominators will be notified about the status of their nominations. They will be provided with instructions about awarding their nominees.



## **RECOGNITION**

**In December**, winners will be invited to attend the 2nd General Session held during the CSBA Annual Education Conference and Trade Show (AEC) so they can be present for the announcement of their win.



## **SAMPLE PRESS RELEASE AND WINNER'S KIT**

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



## **AWARD BENEFITS**

Winners will be listed on the Golden Quill Awards website and featured in the winter issue of the CSBA *California Schools* magazine.