

**ALABAMA ASSOCIATION OF SCHOOL NURSES, INC.**  
**2026 LICENSED PRACTICAL SCHOOL NURSE OF THE YEAR**  
**NOMINATION PACKET**

*INSTRUCTIONS: Complete this form, attach original supporting documents, and submit to:  
(may also submit it electronically):*

*Diana Collins, MSN,RN, State Director  
7369 Mallard Drive  
Mobile, Alabama 36695  
[dcollins@saralandboe.org](mailto:dcollins@saralandboe.org)*

*Call Diana at 251-586-1495 to let her know you are sending  
**MUST BE POSTMARKED NO LATER THAN April 06, 2026***

Nominee Name and Credentials: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_  
Home or Cell Work

Employer's Name: \_\_\_\_\_  
Home Work

Employer's Address: \_\_\_\_\_

Supervisor's Name/Phone: \_\_\_\_\_

Present Position: \_\_\_\_\_

Number of years in present position: \_\_\_\_\_

Is the LPN a member of AASN? \_\_\_\_\_ **(must be an AASN Member)**

Number of years in school nursing: \_\_\_\_\_

Grade levels served in present position: \_\_\_\_\_

Number of students served: \_\_\_\_\_

Position full – time Yes \_\_\_\_\_ No \_\_\_\_\_

Provider of direct nursing care in practice Yes \_\_\_\_\_ No \_\_\_\_\_

Current Practice Nurse Yes \_\_\_\_\_ No \_\_\_\_\_

Current License Number \_\_\_\_\_

Nomination submitted by: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

***Please include resume or curriculum vitae in the nomination packet.***

*The Awards Committee will oversee activity of this award.*

**A. PURPOSE**

*To publicly recognize school nurses statewide by annually honoring one licensed practical school nurse who demonstrates excellence in school nursing practice and leadership in school nursing.*

**B. SPONSOR**

*AASN and local education agencies (LEA).*

**C. ELIGIBILITY**

- 1. One (1) nominee from each LEA.*
- 2. Nominee must be a licensed practical nurse working in the school setting.*

**D. PROCEDURE FOR SUBMISSION OF APPLICATION**

- 1. Information must be submitted in an 8 ½ “by 11” flat folder. (No ring binders)*
- 2. Include in the nomination folder:*
  - a. AASN Nomination form signed by LEA sponsor.*
  - b. LEA letter stating support and rationale for nomination, signed by LEA sponsor.*
  - c. Resume or curriculum vitae of the nominee.*
  - d. One photo, which will not be provided to reviewers or judges but kept with nomination packet and may be used to recognize (honor) AASN Practical School Nurse of the Year applicants. No photos may be used in the application.*
  - e. Supporting letters of recommendation:*
    - i. At least 2, No more than six (6) letters please.*
    - ii. Letters should be 1 page or less.*
    - iii. Letters may be from school nurse colleagues, administrators, supervisors, teachers, parents, students, or others.*
    - iv. Letters should describe specific issues or topics related to nominee’s qualification for the award.*
    - v. Letters should directly reflect areas of rating that writer wishes to emphasize.*
    - vi. Local and affiliate acronyms must be spelled out when used for the first time.*
    - vii. Do not exceed 20 pages*
- 3. Submit the original completed nomination folder by April 06, 2026 to the address indicated on the nomination form.**

**E. CRITERIA FOR SELECTION (Suggested areas to consider covering regarding the Candidate)**

- *Quality of Care – Practical nurses are judged first on demonstrated use of the clinical knowledge, skills and quality assurance activities.*
- *Performance Appraisal and Ethics – Practical nurses will have demonstrated unique and creative contributions to school health in the standards of self-evaluation, evidence of current practice and professional growth, client advocacy, client confidentiality and respect.*
- *Education Standards – The measurement criteria include such documentation as participation in and the providing of continuing education activities related to current clinical knowledge and professional issues. The candidate’s educational background is also included in this judged area.*
- *Collegiality – Included in the judging process is documentation of interactions with peers and school personnel as colleagues. Promoting a healthy work environment by providing peers with constructive feedback, interacting with nurses and interdisciplinary colleagues to enhance professional practice and the health care of students. An important element is membership in professional organizations, to include activities both as a member and the holding of an office, project facilitator, creator, etc.*
- *Collaboration – Practical Nurse would have demonstrated unique skills as a liaison with students, family, school staff, community agencies and other providers.*

- *Communication – Verbal, written and non-verbal skills in sharing information with and receiving information from parents.*
- *Program Management – Documentation of involvement in the development of projects within the school or community, participation in the planning areas within school health services, development and implementation of policies and procedures.*
- *Health Education – Successful candidate will have demonstrated unique and creative contributions to school health in teaching health classes and counseling students on health issues. The promotion and participation in the promotion of staff wellness and a resource person to other educators.*

**E. SELECTION PROCEDURE:** *Membership chair confirms AASN membership and other eligibility required information requested on nomination form.*

- 1. *Nomination folder must be postmarked no later than April 06, 2026.***
- 2. *Nominee must be a member of AASN/NASN.***
- 3. *If nominee does not meet eligibility of submission ceiteria, the following actions will be taken:***

<i>PROBLEM</i>	<i>ACTION</i>
<i>Nominee is not a licensed practical nurse</i>	<i>Reject folder, Returned with explanation</i>
<i>Nominee is not a member of AASN</i>	<i>Reject folder, Returned with explanation</i>
<i>Letters of recommendation: Exceed six letter limit</i>	<i>10 points deduction; Letters removed from folder prior to judging; letter are removed beginning with the last in the folder</i>
<i>Folder is greater than 20 pages</i>	<i>10 points deduction; Extra pages are removed from the folder prior to judging, pages are removed beginning with the last in the folder</i>

*Points will be added or deducted from the averaged nominee’s score at the completion of the committee’s judging.*

- 1. The Awards Committee reviews and scores the nomination folders. NASN Director will select judges from different Districts of AL to review and score nomination.*
- 2. Committee chair notifies AASN President by May 8, 2026 of recipient.*
- 3. The award will be presented at the AASN annual meeting by the chair of the Awards Committee (NASN Director).*
- 4. The recipient of the award will receive free registration for the 2027 AASN conference.***
- 5. The decision of the Committee is final and not open to appeal. All ballots will be destroyed upon notification of the selected candidate.*