

ALABAMA ASSOCIATION OF SCHOOL NURSES, INC.
2026 LEAD NURSE/SCHOOL NURSE ADMINISTRATOR OF THE YEAR
AWARD 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, AL 36695

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 _____
Home Work

Email Address _____
Home Work

Employer's Name _____

Employer's Address _____

Supervisor's Name/Phone # _____

Present Position _____

Number of years as Lead Nurse/SN Administrator _____

Number of years as school nurse _____

Grade levels served in present position _____

Number of students served _____

Provider of direct nursing care in practice >50% of time YES ___ NO ___

Registered Nurse YES ___ NO ___

Member of Alabama Association of School Nurses YES ___ NO ___ (Must be an AASN member)

License Number _____

Nomination submitted by _____
Signature of Nominator

Date submitted: _____

Please include resume or curriculum vitae to nomination packet

The Awards Committee will oversee activities of these awards.

A. PURPOSE

To publicly recognize school nurses statewide by annually honoring one registered professional school nurse who demonstrates excellence in school nursing practice and leadership in school health.

B. SPONSOR

AASN and local education agencies (LEA).

C. ELIGIBILITY

1. *Nominee must be a RN, professional school nurse in a lead nurse position supervising other nurses.*

D. PROCEDURE FOR SUBMISSION OF APPLICATION

1. *Information must be submitted in an 8 ½” by 11” flat folder (No ring binders) or may be submitted electronically.*
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 nominee.*
 - d. *One photo, which will not be provided to reviewers or judges but kept at with nomination packet and may be used to recognize (honor) AASN School Nurse/ School Nurse Administrator of the Year applicants. No photos should be used in the application.*
 - e. *Supporting letters of recommendation:*
 - *At least 2 letters. No more than six (6) letters please.*
 - *Letters should be 1 page or less.*
 - *Letters may be from school nurse colleagues, administrators, supervisors, teachers, parents, students, or others.*
 - *Letters should describe specific issues or topics related to nominee's qualifications for the award. See Criteria for Selection.*
 - *Letters should directly reflect areas of rating that writer wishes to emphasize.*
 - *Local and affiliate acronyms must be spelled out when used for the first time.*
3. *The total folder is not to exceed 20 pages (20 one-sided or 10 two-sided). This does not include the cover or the nomination form itself.*
4. *Submit the original completed nomination folder via mail and may also submit it electronically, **postmarked no later than April 06, 2026** to the address indicated on the nomination form.*

E. CRITERIA FOR SELECTION:

- *Quality of Care – Nurses are judged first on demonstrated use of the Nursing Process, which includes Assessment, Diagnosis, Outcome Identification, Planning, Implementation and Evaluation. Also assessed are clinical knowledge, skills and quality assurance activities.*
- *Performance Appraisal and Ethics – 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 – Nurses would have demonstrated unique skills as a liaison with students, family, school staff, community agencies and other providers.*
- *Resource Utilization - Half of the judging weight is given to how the school nurse utilizes resources in her job as a Case Manager or Coordinator. Candidates are also judged on their personal involvement in and with community agencies, including time and service as a member.*

- *Communication – Verbal, written and non-verbal skills in sharing information with and receiving information from parents. Communication also includes political and/or legislative involvement as a member of a legislative committee, in a documented legislative effort, in testifying before a political or legislative body. Also include documentation of contributions to school nursing literature through articles, monographs or other school professional publications.*
- *Program Management – Documentation of involvement in the development of projects within the school or community, participation in the planning and or assessment of 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 the development and or evaluation of curriculum, in teaching health classes and counseling students on health issues. The promotion and participation in the promotion of staff wellness and the school nurse’s role as a facilitator and resource person to other educators.*

F. SELECTION PROCEDURE

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

Problem	Action
Nominee is not a registered nurse	rejected folder, returned with explanation
Nominee does not have a resume or curriculum vitae	rejected folder, returned with explanation
Nominee is not a lead nurse supervising other nurses.	rejected folder, returned with explanation
Nominee not a member of AASN	rejected folder, returned with explanation
Missing support letter signed by LEA nominator	10 points deduction, returned for signature
Letters of recommendation: Exceed six letter limit.	10 points deduction; letters removed from folder prior to judging; letters are removed beginning with the last in the folder
Folder is greater than 20 pages	10 points deduction; extra pages are removed from the folder prior to judging, pages are removed beginning with the last in the folder

Points will be deducted from the averaged nominee’s score at the completion of the committee’s judging. A letter of explanation will be sent.

4. *The Awards Committee reviews and scores the nomination folders. NASN Director will select judges from different Districts of AL to review and score nomination.*
5. *Committee chair will notify AASN President by May 08, 2026 of recipient.*
6. *The award will be presented at the AASN annual conference by the chair of the Awards Committee (NASN Director).*
7. *The recipient of the award will receive free registration for the 2027 AASN conference.*
8. *The decision of the Committee is final and not open to appeal.*