



# The Extended Leadership Program Nominations/Request Form

Montgomery County Association of Administrators and Principals  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

MCPS Form 430-96  
April 2011

The Extended Leadership Program (ELP) encourages and recognizes administrators for leadership contributions beyond those inherent in their primary job. Persons, either individually or collectively (e.g. committee or task force), can be nominated for recognition, request workplace resources, and/or receive a monetary award under this program. The ELP can be initiated through self-nomination or by a colleague, a supervisor, a committee participant, a community member, MCPS, MCAAP, or any other person who has knowledge of the nominee's extended leadership contributions. Persons may make a request for workplace resources or nominate themselves for recognition as well. To assure accurate information, we suggest the nominees be consulted in the nomination process.

This completed and signed form as well as any supplemental documentation should be submitted to the MCPS-MCAAP Joint Collaboration Committee, c/o MCAAP, 30 West Gude Drive, Suite 100, Rockville, MD 20850. Questions should be directed to MCAAP at 301-762-8174 or Department of Association Relations at 301-279-3511.

## General information about the nominee or group

Nominee/Group \_\_\_\_\_ Work Location \_\_\_\_\_

Title/Position \_\_\_\_\_ School/Office \_\_\_\_\_

Work Number \_\_\_\_\_ Secondary Number \_\_\_\_\_

Committee/Activity \_\_\_\_\_

Duration of Commitment \_\_\_\_\_ to \_\_\_\_\_

Role (Check as many as apply)

Participant  Chair  Sub-Committee  Presenter  Trainer  \_\_\_\_\_

Responsibilities/Tasks (Check as many as apply)

- discussion  research/benchmarking
- writer/editor  planning
- analyses  reading
- evaluation/assessment  coordination/facilitation
- speaker/presenter  training/mentoring
- decision-making  \_\_\_\_\_

Frequency of meetings (monthly, semi-monthly, every week, annually, etc.) \_\_\_\_\_

Length of meetings (full day—8 hours, half day, 2 hours, etc.) \_\_\_\_\_

Hours engaged outside of meetings? What task(s) (e.g. research; prep/reading, conferencing, etc.)

| Hours | Responsibility/Task |
|-------|---------------------|
| _____ | _____               |
| _____ | _____               |
| _____ | _____               |

**Please continue on other side.**

**Please check all parts which apply and complete as indicated**

**A: Nomination for Recognition**    **B: Request for Resources**    **C: Request for Monetary Award**

**Part A: Nomination for Recognition**

Recognition is defined as an acknowledgement, appreciation, special notice of/attention to achievements, accomplishments, or efforts provided by an individual or group. Examples include letters of commendation, certificates, merit/rewards, CEUs, etc. The committee will identify the appropriate official to bestow the recognition.

Please indicate the type(s) of recognition being requested.

---

---

---

**Part B: Request for Workplace Resources**

Workplace resources are human, material, or financial resources that are made available to provide supports at the workplace. Examples include professional growth funds, clerical support, consultant services, retired administrator to assume routine duties such as observations, etc. The supports should be designed to meet specific needs or circumstances.

Please indicate the type(s) of workplace resources being requested:

---

---

---

**Part C: Request for Monetary Award**

A monetary award may be granted for an act or endeavor which is deemed a professional contribution or enhancement on behalf of the MCPS. Examples include authoring an article in a recognized publication, making a presentation at a national conference, serving on an approved MCPS teacher or support services PGS panel, participating in an MCPS mentoring/teaching program, etc. The committee will identify the appropriate award and its implementation.

**All applications must provide supporting information as to why the nominee's contributions are worthy of recognition, additional workplace resources, or monetary award under the ELP. If additional space is required, please attach one sheet of paper.**

---

---

---

**Information below is about the person making the nomination or request.**

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Return this completed form via Pony to  
MCPS/MCAAP Joint Collaboration Committee  
c/o MCAAP**