



**California Council for the Social Studies**  
AN AFFILIATE OF NATIONAL COUNCIL FOR SOCIAL STUDIES

621 W. Magnolia St. Stockton, CA 95203  
Email: [info@ccss.org](mailto:info@ccss.org)

## **Diane L. Brooks Administrative Award**

**Purpose** The Diane L. Brooks Award recognizes an administrator at the district, state, or local level who has contributed significantly to the profession of social studies education.

### **Nomination Process**

- Nominations may be submitted by a CCSS member, a CCSS local council or a CCSS member working in a statewide organization/institution.
- If nominee is selected for award, *the nominator* shall send or present in person, a one minute introduction of the nominee.

### **Membership Status**

- CCSS membership is preferred but is not required.
- Not an elected member of the CCSS Executive Committee at the time of the nomination.
- Not a member of the Selection Committee at the time of the nomination.

### **Criteria**

1. Nominee must currently be in an administrative position at the district, state, or local level
2. Nominee has contributed significantly with consistent and sustained support of History-Social Studies Education.

### **Award**

Each award recipient will receive:

- A plaque
- A complimentary registration at the “Award Year” Conference
- The winner may present a showcase session during the “Award Year” Conference

### **Selection Process**

1. The selection committee will consist of current members of the Professional Standards Committee, an Executive Committee Member/Board Member and may include a past recipient of the award.
2. Selection committee members will have no conflict of interest with award nominees.
3. \*First consideration will be given to a nominee in the region in which the conference is being held.

## **Required Documentation**

It is the responsibility of the nominator to provide all nomination materials.

1. A vita or professional resume
2. A narrative statement, which details the nature of the nominee's outstanding contribution and scope of influence.
3. Two letters of support, one from a CCSS Past President and one from any active member on the CCSS Board of Directors, or from any active member on the Board of a CCSS local affiliated council.
4. Two letters of recommendation which describe the career contributions of the nominee and the scope of influence of the contribution(s) to social studies education.
5. Application Cover Sheet
6. Maximum of 100 word biographical statement to be used in the conference program
7. Headshot photo of nominee to be used in the conference program

## **Submission of Nomination Applications and Required Materials**

Complete applications with all required materials are due to CCSS no later than 11:59pm on **December 8<sup>th</sup>**. Application materials will NOT be returned. Please retain a copy for your records. Applications and materials submitted via email must be sent to [info@ccss.org](mailto:info@ccss.org). Videos may be provided via links to such sites as Teacher Tube or You Tube, or may be saved to a flash drive or disc and sent to the CCSS Awards Recognition Program via US/Private Mail Carrier to:

**CCSS**  
**Awards Recognition Program**  
621 W. Magnolia St. Stockton, CA 95203

Only complete applications will be considered.