

**Policy Statement:**

The AASL Distinguished School Administrator Award honors a school administrator who has made worthy contributions to the operations of an effective school library and to advancing the role of the

- a. Judge nominees utilizing a standardized scoring rubric
- b. Vote on the nominee(s) prior to April 1 of each year

7. The chair of the subawards committee, in coordination with the board and staff liaison, will announce the award winner in the form of an Information Report at the Spring Executive Committee meeting.

8. The recipient will be sent a congratulatory letter from the Awards Committee Chair and AASL President. The nominator of the award recipient will be notified of the nominee's honor.

9. All candidates who were not successful in receiving the award will be sent a notification letter from the Awards Committee Chair and AASL President.

10. AASL Headquarters will prepare the award, which includes:

- Press release

- Plaque inscribed with recipient's name

- Recognition in Awards Ceremony material

- Recognition in *Knowledge Quest* and *Hotlinks*

11. Award sponsorships are set for automatic renewal. AASL must be notified in advance if an award will no longer be supported the following year by the current sponsor. The deadline for notification is May 1.