



October 24, 2008

Dear California Head Start Director:

One of the many benefits of membership in the California Head Start Association is the opportunity to participate in our statewide awards program. We are pleased to invite you to nominate up to five special individuals and one project from your program or community for the following awards: *Administrator of the Year, Teacher of the Year, Support Staff of the Year, Parent of the Year, and Friend of Head Start. Also, a special award for 2009 only, Achieving Excellence Award, targeting local partnership that advance a Head Start agency's strategic goals.*

**CHSA Awards deadline is December 5, 2008**

We have designed a very simple 2-step process: 1) Fill out the one page application. 2) Mail the application and any other letters or documents you wish to have reviewed.

The state Association's Awards Panel will review and evaluate all nominations. Successful candidates will be notified in writing by December 19, 2008. Agencies will be expected to send the awardees to the CHSA Annual Conference in January 2009 in San Diego so they will be present to receive their award during the Awards Luncheon on Wednesday, January 28, 2009. Each award winner will be given a complimentary conference registration. Each award winner will be provided two complimentary tickets to the luncheon.

Attached you will find an application. Questions about the process should be directed to Paula Carrino, 916-444-7760. **Please submit award applications in writing to California Head Start Association, 1107 9<sup>th</sup> Street, Suite 301, Sacramento, CA 95814**

We hope you will participate in this awards process. It is a wonderful opportunity to acknowledge just a few of the many committed members of our Head Start family.

Sincerely,

Edward Condon,  
Executive Director

*Mail applications to California Head Start Association, 1107 9<sup>th</sup> Street, Suite 301, Sacramento, CA 95814 or fax to CHSA at 916-444-2257*

