



**June 9, 2022**

To: CCSESA Steering Committee Chairs

From: Karen Stapf Walters, CCSESA Executive Director

RE: 2022 CCSESA Steering Committee Star Awards

### **Background**

Each year, the CCSESA Steering Committees are asked to select a member to be recognized for their contributions toward county offices of education, leadership within their committee, and service to CCSESA and the students of California. The CCSESA Steering Committee Star awards were established in 2006 by CCSESA President Dave Long (Riverside).

### **Process**

Each committee is charged with developing its own selection process and criteria for the award. The honoree may be a retired committee member. CCSESA staff will provide a deadline by which to select the honoree (see below). The Committee Chair or designee is responsible for notifying the honoree and the CCSESA President-elect, who serves as Awards Chair, will follow up with a congratulatory letter to the honoree and invite him/her to the recognition ceremony.

The recognition ceremony will be held during the fall General Membership Meeting with the 58 county superintendents of schools (see date below). The Committee Chair or designee will present the award. CCSESA will provide the plaque for the honoree.

### **Costs**

The Committee will be responsible for travel costs associated with the honoree's attendance at the ceremony including hotel and meals. The honoree may submit a reimbursement form to the committee treasurer in accordance with CCSESA's financial protocols.

### **2022 Timeline**

July 15	Deadline for notifying Kindra Britt @ CCSESA of Star Awardee
August 1	Congratulatory Letter/Invitation from CCSESA President-elect to Honoree
September 20	Awards Presentation in Los Angeles County (in-person)

Please contact Kindra Britt at [kbritt@ccsesa.org](mailto:kbritt@ccsesa.org) with any questions and/or to notify of your selection for your committee's Star Award honoree.