

APPLICATION PROCESS FOR "THE NORMA"

CAPPS Financial Aid Professional of the Year Award: 2010

Time Line: Applications will be accepted at CAPPS: 555 Capitol Mall #705, Sacramento Ca. 95814 until close of business **September 1, 2010** by letter, email or fax.

Institutional Eligibility: Nominating Institutions must be Members in good standing of CAPPS

Nominee Qualifications:

- Nominees must be nominated by their Institution
- The Institution must be a member in good standing of CAPPS
- Nominee must have 3 plus years experience as a Financial Aid professional
- Nominee must go above and beyond "duties as required" in the performance of their professional duties.
- Nominations will consist of a narrative letter (no more than 2-3 pages) that discusses why the nominee is deserving of such an award.

Nomination Letter: Must be prepared by the Institution (no self-nominating please) and should be no more than three typed pages discussing why the nominee is deserving of such an award.

"The Norma," as this award is affectionately called was created in honor of Norma Ford, CAPPS long-time Financial Aid Trainer and CAPPS Board Member who passed away in 2010. Norma was a dedicated and brilliant Financial Aid professional, who never failed to take time to assist others and help them understand the intricacies required in working with students, schools and others to successfully manage the financial aid process.

After decades in the financial aid field, Norma left behind a legacy of commitment and excellence that will be impossible to replace. CAPPS believes that by creating this annual award we can honor those who administer financial aid in private postsecondary Institutions.

Norma often commented that an Institution could not function without financial aid staff but they were often the overlooked unsung heroes in the School. We cannot think of a better way to honor Norma than to recognize outstanding Financial Aid professionals on a yearly basis at the CAPPS Annual Conference. Nominations are being accepted through September 1, 2010

Submit nominations to CAPPS via e-mail at info@cappsonline.org with "FA Award Nominee" in the subject line, or fax to 916.440.8970.