



**New York State Council of Administrators
Of Health, Physical Education, Recreation and Dance**
Chartered by the New York State Board of Regents 1964
Section of NYS Association for Health, Physical Education, Recreation, and Dance



To: COA Zone and Executive Board Members
From: Fritz Kilian, Anne Mackey Awards Chair
RE: **COA Annual Awards (Presentations at State Conference: Nov. 17, 2009)**
Date: June 2009

Award candidates **MUST BE** current members of NYS AHPERD and the Council of Administrators for award consideration. Zone Representatives must verify membership. If you have any questions concerning membership, call the NYS AHPERD office at (877) 473-7398.

There are two categories: Zone Awards and the “Major” awards—Special Service Award, the Director-of-the-Year, and our highest honor—the Ellis H. Champlin Award.

Nominees for all awards should have contributed a significant number of years service to the COA as a member, zone officer, State officer or in another significant capacity.

Zone Representatives are responsible for submitting nomination forms and naming Zone Award Winners, allowing for a maximum of three persons per year. Candidates should not be past award winners.

The COA Executive Board will review candidate nominations and take action during its summer meeting on the “Major” awards. The awards chair will send notification letters to those award recipients. Nominees that have not been selected will remain on file. If a future selection, the candidate nomination materials will need to be updated.

Zone Representatives are responsible for the publicity of Zone Award Winners. The Awards Chair handles the “Major” awards, providing newspaper information was included on the nomination form.

COA will assume responsibility for meal expenses for the “Major” award winners, family and guests **ONLY**. It is suggested that individual zones handle similar expenses for the Zone Award Winners.

The chair, on or before **October 1st**, should receive nomination forms and support materials for all candidates and Zone Award winners. Submit forms and supporting material via mail, fax or e-mail as follows:

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