



NEACAC

N E W S L E T T E R

EXCITING ENHANCEMENTS TO THE 2011 ANNUAL MEETING AND CONFERENCE

As we work through the cold, dark months of winter, it is hard to believe that in just five months we will arrive at Stonehill College for the 2011 Annual Meeting and Conference! The AMC Planning Committee has been hard at work preparing workshop sessions, pre-conference workshops, speakers and thrilling entertainment options that are sure to make this one of the most exciting conferences yet! In planning this year's event, our goal was to maintain the strength of the conference while offering some new and exciting opportunities for conference attendees.

The conference will officially kick off on Wednesday, June 8, 2011 with four different pre-conference options. Returning to the AMC this year is the Bus Tour of local colleges and universities for secondary school counselors interested in visiting Wheaton College, Dean College and UMASS Dartmouth. Also returning this year is our NACAC Rising Star Award winning, Middle Management Workshop. NEACAC's Professional Development Committee will host a workshop for middle managers working at colleges and universities. This day-long program will provide an opportunity for individuals with four to seven years of experience to acquire techniques, strategies and advice that will assist them as they continue to progress in their careers. We are very excited to offer two new pre-conference programs this year! NEACAC's IDEA Committee will be presenting a session called *Asian and the Pacific Islander as the Model Minority: Who Is Left Behind?* This workshop is intended to challenge the model minority classification as well as provide participants with tools for the support and advocacy of Asian and Pacific Islander students. The fourth pre-conference offering is geared toward secondary school counselors and is called *Counseling*

the 2.0 Student. Most counselors know what a challenge it can be counseling these students. This session will discuss best practices, barriers, options and how to best serve this relevant and sometimes overlooked student population. We hope your schedule will allow you to join us for one of these exciting pre-conference options!

If you are planning on coming for the full conference, you will not be disappointed in the 70+ workshop sessions that will be offered on Thursday, June 9 and Friday, June 10. There will be something for everyone—entry, mid-level and upper level College Admission, Secondary School Counselors and Independent Counselors! Here is a small sample of some of the sessions that will be offered; *Parents and the College Admission Process: Resources to Help, Admissions Jeopardy—Test Your Industry Knowledge and Match Wits with the Experts, Drinking From A Fire Hose: Life with Application Inflation*.

Each year, the Community Service Committee plans an active project in an effort to give back to the community. This year we are once again planning "Gearing Up For Senior Year". This popular and rewarding opportunity allows NEACAC members to visit an underserved high school and speak with the junior class about the college process. It is a wonderful and fulfilling way to share the collective experience, wisdom and knowledge of our membership with students who can truly benefit from it. If you are interested in participating in this event, simply check the Community Service box when you register for the conference, and our Community Service Committee will be in touch with you!

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A Message from the President



Happy New Year, everyone! It's 9 degrees up here in Maine; the sun is out, the snow is deep. Here we are in the throes of winter season, ski season, winter projects, ice hockey and snowboarding seasons. Many of us have finished celebrating various holidays, and the stores are already on to Valentine's Day and Easter – heralds of the next season to come. However, I am

struck as I sit in my office that right now, in this profession, we are in the season of advocacy.

I looked up *advocacy* and found that it is a word that has been around for a very long time – since 1375, in fact. It means *the act of pleading for, supporting, or recommending; active espousal*. (<http://dictionary.reference.com/browse/advocacy>)

On the school counseling side of the desk, most of us are finishing up our counselor statements, where we do our best to advocate or recommend our students to the colleges on their lists. Some letters are easy; we have great stories to relate and we know that colleges are eager to read about these students. Others are harder: whether it is a student with a checkered past, or a student applying to a college that is not always the right fit. For many of us these letters take great time and energy; many of us start them in the summer or find time on the weekends or late into the night to craft the perfect picture of the student. We are advocates for our students, and these statements are followed up in some cases by phone calls, faxes, conversations and more letters. Do we plead? Sometimes. Do we actively espouse – I believe that we do.

And school counselors do so much more than just the college piece – they are constantly advocating for their students: with peers, with teachers, with school systems, with parents, with the legal system, with the health system and more. Where do they find the time and the energy?

For our college admissions colleagues, you are well in the throes of the advocacy season, with reading and committee meetings occurring daily. You, too, plead for and support students who have made an impact on you, whether from an essay, an interview or from teacher and counselor recommendations. You field phone calls from counselors, parents, trustees – from anyone and everyone who has a vested interest in the students you are reading.

And our advocacy does not stop there.

Schools and colleges, districts and states are gearing up for budget discussions; and counselors and educators everywhere are donning their advocacy hats as they prepare to plead for our profession and our students. Last November, counselors from all six states attended a special advocacy training hosted by NEACAC and M&R Strategic Services, precisely so they could learn to become better advocates for counselors throughout our region. On March 16th, the Massachusetts counselors will put their training into practice as they gather for the 3rd Annual Leadership Forum for Massachusetts School Counselors on Beacon Hill. Sponsored by NEACAC and the Massachusetts's Coalition for School Counseling, this day will focus on how to make sure that all Massachusetts students have access to career and college information. Earlier

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DID YOU KNOW?

...that you can now easily print your NEACAC Membership Certificate to display in your office? Simply visit the "Members Only" section of www.neacac.org, click on "Membership Certificate," and print out a personalized certificate in black-and-white or color. Please note that in an effort to become a "greener" organization and cut down on paper use and expense, we will no longer be mailing out these documents.

...that your NEACAC Resource Directory should have arrived in your office by now? Next year we will be moving to an online-only directory. To check out our current online directory (featuring enhanced search functions and a new printer-friendly button) log into the "Members Only" section of www.neacac.org and select "Member Directory."

...that we know it's budget-planning time for many schools; we have worked hard not to raise dues fees for many years, and hope you'll keep your NEACAC membership in your plans.

Sherri Geller
Member Services Committee Chair
Gann Academy, Waltham, MA



DON'T FORGET TO VOTE FOR YOUR OFFICERS AND NACAC DELEGATES

Voting for the next NEACAC President-elect and secretary as well as for NACAC Assembly Delegates will take place online from March 15 and will close on April 15. Don't miss out on this opportunity to take part in the democratic process. Please note that you must be a NACAC member in order to vote for Assembly Delegates. More information will be emailed to all eligible voting members in March.

Seeking Nominations For Professional Of The Year, William Neal, And Ideal (Inclusion, Diversity, Education, Access & Leadership) Awards

Do you know of a colleague in the college admission counseling profession who is worthy of recognition? Then

the Nominating Committee needs to know about him or her! We will be soliciting names for outstanding professionals in our field, rising stars and individuals, institutions or organizations that are committed to issues of access and diversity.

The formal nomination process is open and can be completed online. Details regarding each award and eligibility requirements are also available on the NEACAC website. Your nominations are important and we want to hear from you.

If you have any questions, please contact Bob Bardwell, Nominating Committee Chair, at 413.267.4589x1107 or bardwellr@monsonschools.com. *



DISCOVER YOURSELF

WHAT WILL YOU DO?

In December 2011, Cindy will graduate from RWU for the third time. Following in her sister Candy's footsteps, Cindy began RWU 10 years after Candy graduated. Once she started, she couldn't get enough. After graduating with her bachelor's in Criminal Justice, Cindy went on for her master's and is about to graduate from RWU Law a semester early. What's next? Cindy is currently working at both a bankruptcy & family law firm and the RWU immigration law clinic. With her background, she plans to open her own practice. Cindy is about to become RWU's first triple Hawk. What will you do?

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COUNSELOR SPOTLIGHT

Dale Fornoff, Guidance Department Chair Dennis-Yarmouth Regional High School Freshman Mentoring Program

Dennis-Yarmouth Regional High School is a small public school accomplishing great things! Last spring, one amazing program was highlighted in their local newspaper. After reading and hearing about this program, I wondered to myself, why NEACAC had not heard of such great work. So this month instead of highlighting a particular counselor, we are highlighting one counselor's successful attempt to make positive change in her high school through innovative programming.

Dennis-Yarmouth more commonly referred to as "DY" has approximately 890 student's grades 9-12. Its students come from the two neighboring Cape Cod towns. Dale Fornoff, the Chair of the Guidance Department there has spearheaded the Freshman Mentoring Program for the past two years. Dale, being the committed counselor she is, had participated in a southern colleges guidance tour two years prior and learned about a great program taking place at the University of South Carolina. When she learned more about a freshman mentoring program at USC, she immediately thought of her students back home.

Goal: Change the culture of the high school, one freshman at a time.

I can imagine on the plane ride back to Massachusetts, the wheels must have been turning in Dale's mind to implement this program for her 200 freshman. How could she get 16 and 17 year-old teenagers excited about *anything*, yet alone to commit to a year-long program where they would actually have to work, and work pretty hard, to accomplish a set goal? Picture this.... You hold a meeting with your juniors and seniors to introduce a new program where they can earn 1 whole credit for participating. Sounds good? Wait...each student will have to facilitate 85 minute lesson plans every other day! I can just see the frowns on my student's faces now, but the upperclassmen at Dennis-Yarmouth were up for the challenge.

Here's the program in a nutshell: *(taken from an excerpt written by Danielle Scotti—Mentor 2009-10, 2011)*

- To provide freshman with programming to aid smooth transition from the middle school to the high school.
- Mentors are assigned to help the freshmen get involved in the DY community through clubs and activities and to motivate the freshmen to excel in school while providing an inlet to the social life at DY.

- Mentors are encouraged to influence freshmen in a positive way and to help make their high school experience at DY more meaningful and enjoyable.
- Mentors must act as constant and consistent role models for the freshmen class. They are to encourage, strengthen and enlighten the upcoming classes of DY.
- Mentoring class starts with one mentor leading a team building activity. Such activities include name games and get to know you circles, but eventually switch to competitive games and funny scenarios.
- Once team building is completed one mentor leads the class in a character education lesson. These lessons require student participation. During the lesson the mentor is required to teach the freshmen through a presentation, activity and a summary. Some lessons in the past have ranged from dealing with peer pressure, respect, trust, resilience, and bullying.
- The mentors are responsible for creating the lesson and coming up with new topics. This has made every lesson and mentoring class unique. After the lessons are complete freshmen then have an opportunity to work on homework, study and get tutoring from their mentor.
- Freshmen are in groups of 4-5 and assigned to one mentor. As a result each and every freshmen is able to have at least one upperclassman friend that is there to listen, help with homework, life issues and there to be depended on.

During my conversation with Dale, I learned that despite district budget cuts, she wanted to provide an opportunity for her department to make a difference with little to no money spent. So she approached the school social worker and explained this ambitious plan to her. Her basic goal was to develop a program like USC that would teach these incoming freshman lessons on character development and provide an outlet for those first year jitters to work themselves out. DY pulls students from two towns and for the most part, the students have been rivals with one another their entire lives until they come together at the high school level. So Dale wanted the students to learn how to become part of one team and to blend together seamlessly as they transitioned from adolescence to their teenage years.

As we all know in this profession, teenagers can come with a lot of baggage and anxiety about entering high school. What better way to alleviate the stress and pressure of fitting in than

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COUNSELOR SPOTLIGHT...(Continued from page 5)

to utilize students who have settled into the community quite well and could act as a big brother or big sister to that new student. Dale uses both eleventh and twelfth grade students as her mentors. They have to apply for the position and must maintain a good grade point average as well as positive attendance and discipline records. As mentioned earlier, the mentors hit the ground running at the beginning of the year planning and implementing their lesson plans. If that's not enough, each mentor writes weekly journal entries on each of their students and presents those to the school social worker.

The freshman class is divided into two teams of 100 students and approximately 8 mentors for each team. Within those teams, students are divided again into four smaller groups of 25 students each. From there, the groups rotate on a 3-4 day basis through several core classes like history, English, science and then their mentoring groups. With a ratio of 5:1, and mentors rotating every week and a half, freshmen have access to a number of upperclassmen and through these assigned groups mentors are responsible for their freshmen for the entire year. Each mentor must stay on top of their assigned task as well as their own class work. It is at this level where the magic happens! While this may sound like a lot of work for one student, there is definitely an element of fun woven into this experience which is one reason why the program is so successful. In the mentoring groups, students get in touch with their artistic side by creating a college poster wall and a graffiti wall. Through this experience barriers are being broken. Students who may not have ever crossed paths are finding similarities with one another. I am reminded of a quote by William Nelson Hall that states: "We go on and on about our differences. But, you know, our differences are less important than our similarities. People have a lot in common with one another, whether they see that or not". These DY upperclassmen are not just mentors, but serve as tutors for their freshman groups, and most importantly they are ultimately their friends.

I was impressed and greatly honored to hear the stories of Dale's students during my conversation with her about the DY Freshman Mentoring Program. Although the program is still in its infancy stage, it has truly changed lives and even potentially saved the lives of students at DY. In this day and age when bullying is on the rise and the need to "fit-in" appears to be an essential component to a successful high school experience, it's refreshing to see how one public school is meeting the challenge to *change the culture of the school, one freshman at a time*. So my hat goes off to Dale Fornoff and her team at Dennis-Yarmouth Regional High School for being courageous enough to implement such a program.

If you would like to learn more about what Dennis-Yarmouth Regional High School is doing with its students or would like to learn how you could start a program like this at your school, contact Ms. Fornoff at:

Ms. Dale Fornoff
Guidance Department Chair
Dennis-Yarmouth Regional High School
296 Station Avenue
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<http://www.dy-regional.k12.ma.us>

If you would like to suggest a counselor to be highlighted in a future newsletter, please send names to Cicily Shaw at cshaw@bostontrinity.org

Cicily Shaw
Director of College Counseling
Boston Trinity Academy (MA) *



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Exciting Enhancements to the 2011 Annual Meeting and Conference... (Continued from cover)

In addition to “*Gearing Up For Senior Year*”, the Community Service Committee also chooses a local community based organization to support. This year, MY TURN, a dropout prevention and intervention solution for off-track youth in cities characterized by high poverty, high unemployment and poor educational outcomes, is the organization we will making a donation to. Please plan to bring school supplies such as notebooks, folders, pens and pencils to add to our donation. Also, the proceeds from the sale of Bingo and raffle tickets will be split between MY TURN and the NACAC Imagine Fund.

In addition to all the stimulating pre-conference options, workshop sessions and opportunities to give back to the community, there will also be plenty of time to socialize, unwind and enjoy the company of your colleagues and friends. On the first evening of the conference, the Entertainment Committee will bring you Bingo, which you have come to know and love. The fun continues after Bingo with a Rock n’ Roll Nightcap--a performance of live music by a band featuring some of your very own NEACAC members!

The second evening of entertainment will kick off with a reception sponsored by Stonehill College, followed by a performance by the Newport based cover band *Those Guys*. If you attended last year’s AMC and ventured into downtown Newport, you may remember this band, as they played that night at The Dockside. We are very excited for this performance!

More detailed information regarding the conference will be mailed to you shortly and is available on the NEACAC website. Online registration will be open in early March, so stay tuned! Be sure to register before May 2, 2011 in order to receive the lowest cost! We look forward to seeing you in May!

Kelly Montrym
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A Message from the President... (Continued from page 3)

in March, members of the Government Relations Committee will be in Washington to advocate there for Dream Act and the Pathways to College Act. Other states continue their work with M&R Strategic Services so that counselors in every state will have the tools and training to become advocates for their profession.

We are all advocates; it’s what we do. Are we doing enough? Yes and no. There is always more to do, and I urge you all in this season of budget cuts and restraints, to do as much as you can to advocate for our profession. As Margaret Mead said, *Never doubt that a small group of thoughtful, committed citizens*

can change the world; indeed, it’s the only thing that ever does. Can you write a letter? Attend a training? Make your voice heard at a meeting? Every little bit helps, and we owe it to ourselves and our colleagues to speak up.

May this season of advocacy make our voices heard, and may it bring many joys and rewards for your students, your schools, our states and our profession.

Sincerely,
Anne Richardson
President, NEACAC



Don't Miss Out!

Don't miss out on important news and updates from NEACAC!

Go to www.neacac.org, log in, and then, under Member Services, go to Manage Membership, Personal Information, and verify your e-mail address.

NECBAC SEEKING PROPOSALS

The New England Counselors of Color Bridging Access to College (NECBAC) will be celebrating its 35th anniversary on August 10-12, 2011 at Springfield College. The organization will be celebrating its many years of advocacy and support of professionals engaged in multicultural access. Planning is underway

to ensure we have a great conference. The Planning Committee is seeking your support in submitting session proposals.

The submission deadline is March 15, 2011, so please begin to finalize your thoughts for session proposals. Please reach out to your colleagues and encourage them to submit a proposal. We are looking for sessions that cover a diverse array of topics, and that appeal to all levels of the profession. Session proposals can be submitted online at <https://www.surveymonkey.com/s/NECBAC35thSessionProposals>.

For questions regarding session proposals and for more information about the event please contact Nakia Noble at nnoble@fairfield.edu or Amanda Juriansz at ajuriansz@holycross.edu. Thank you for your support and we look forward to seeing you at the event. *

NEACAC

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HAVE QUESTIONS ABOUT BEING INVOLVED IN NEACAC?

Feel free to contact any member of the Governing Board to learn more. Visit www.neacac.org and click on Governance. Our Executive Board, Committee Chairs and Assembly Delegates would be more than happy to speak with you. We look forward to working with you.

SUGGESTION BOX

The NEACAC Newsletter exists to serve YOU, our members, and we want to make sure that this publication is doing just that. We would like for you to share the things you would like to see and read about in your newsletter: things such as helpful resources that you would like to recommend to your colleagues, important topics that you feel should be discussed, or recognizing an institution or colleague that is a shining star in our organization. Your feedback will help NEACAC create one of the best newsletters in our profession. Comments and suggestions should be directed to: communications@neacac.org. We look forward to hearing from you.

SAVE THE DATES:

2011 LEADERSHIP FORUM FOR MASSACHUSETTS SCHOOL COUNSELORS ON BEACON HILL

The annual School Counseling Leadership Forum on Beacon Hill is back and will be better than ever. The focus this year will be about career & college readiness initiatives in Massachusetts.

All school counselors, directors of guidance, counselor educators, graduate students and others interested in school counseling in Massachusetts are invited to attend the Forum in the Great Hall at the State House on Wednesday, March 16 from 10:00 a.m. - 3:00 p.m. The program is sponsored by the Massachusetts Coalition for School Counseling.

Invited speakers include Governor Deval Patrick, Greg Darnieder, Senior Advisor to the U.S. Secretary on the College Access Initiative, Keith Westrich, Director of Career & College Readiness at the Massachusetts Department of Elementary & Secondary Education and Brian Law, President of the American School Counselor Association (ASCA). Their focus will be on how to ensure all Massachusetts students have access to career and college information and school counselor involvement in the Race to the Top initiative.

In addition to the speakers and conversations around the career and college initiatives, participants will also be asked to meet with their state representative and senator to educate them about what school counselors do and why we make a difference. We need a large turnout of school counselors and their supporters to show policy makers how vitally important school counselors are. Participants are encouraged to bring data that shows how their school counseling program makes a positive impact on student performance, wellbeing and achievement.

Registration forms must be completed and returned to Casey Harvell at M+R Strategic Services, charvell@mrss.com, by March 1. Registration information is also available at <http://www.neacac.org/docs/uploads/>

files/grac/2011leadershipforum.pdf. For more information about the program, please contact Bob Bardwell at bardwellr@monsonschools.com or Jon Westover at jonw@admissions.umass.edu.

Come out to learn more about the current career and college readiness initiatives and support the school counseling profession.

36TH ANNUAL SUMMER INSTITUTE

Southern New Hampshire University, Manchester, NH: Monday, July 25 through Thursday, July 28, 2011

This four-day intensive program is designed to be an exceptional opportunity for professionals (less than two years of experience at the time of the program) who want to learn from seasoned professionals in secondary school counseling and college admission counseling. The relationships that you will build while attending the Institute will support you for many years to come. The expectation is that you will work diligently, but will have some light moments of fun as well.

For more information, please contact Anthony T. Berry at Trinity College (anthony.berry@trincoll.edu) or Courtney Skerritt at Lawrence Academy (cskerritt@academy.edu). Look for registration details in early spring on the NEACAC website and Facebook page.

NEACAC SUMMER INSTITUTE ALSO SEEKING HOST PROPOSALS

It's time to start thinking about hosting NEACAC Summer Institute 2012. The bid proposal form for hosting will be live on NEACAC website in the next few weeks, so stay tuned! Proposals are due by May 15, 2011. *

SAVE THE DATES:

NEACAC CAREER COLLOQUIUM

Are you:

- Finishing a graduate degree program in counseling or higher education administration?
- Working as a student in an admissions office?
- Interested in a job in college admission counseling?

The Colloquium will feature seasoned admission and college counseling professionals discussing careers in admissions and secondary school college counseling.

- You will learn practical information about:
 - The college counseling profession
 - Graduate school opportunities
 - How to begin and manage your search
 - The types of jobs out there
 - How to market yourself in today's economy
- **On-site résumé review for you to receive immediate feedback from experienced professionals**

Monday, March 28, 2011
from 6:30PM – 8:30PM at
University of Massachusetts Amherst,
 Amherst, MA

OR

Wednesday, March 30, 2011
from 6:30PM – 8:30PM at
Boston College, Chestnut Hill, MA

Online registration will be available in February!
 Mark your calendars now!

If you have questions,
 please contact the NEACAC
 Professional Development Committee
 at careercolloquium@neacac.org

ADVANCED COLLEGE COUNSELOR INSTITUTE

NEACAC will be hosting its Advanced College Counselor Institute July 12-14 at Wheaton College. This year, several college tours in the Providence area will be included in the program. The registration will open later this month, but mark your calendars today. It promises to be an exciting program!

JOIN NEACAC ON FACEBOOK AND TWITTER



Busy? Stay connected to NEACAC with ease! Join the NEACAC Facebook group "NEACAC" to receive messages, connect with other college admissions professionals, and more. Follow NEACAC on Twitter and receive updates about activities NEACAC conducts in New England and the latest news in the profession! *

What's News

Sonya Ohlsson to Assistant Director of Admission for Outreach and Access Admission Program at Northeastern University (MA) from Westtown School (PA) as College Counselor and Student Advisor

Katie Fulton joined Northeastern University as Assistant Director of Admissions from Lasell College.

Joseph Lopez joined Northeastern University as Southwest Regional Director of Admissions from Earlham College as Associate Dean of Admission.

Zachary Santomauro to associate director of admissions systems and operations at the Benjamin Franklin Institute of Technology (MA) from undergraduate admissions data administrator at Brandeis University (MA).

Michael Cooley has been hired as an Admissions Counselor at the University of Maine at Augusta.

Vienedre Collins to assistant director of admission at the Benjamin Franklin Institute of Technology from Assistant Director of ALANA Affairs and Undergraduate Admissions Counselor at University of Massachusetts Amherst.

NEACAC SPRING COLLEGE FAIR SCHEDULE NOW ONLINE

The NEACAC Spring College Fair Schedule can be found at: http://www.neacac.org/cf_spring.cfm
 Fee schedule - for those looking to exhibit - the fairs are open and free of charge to school counselors, students and parents.

January 19-March 15

New England Collegiate Member \$100/fair
 Associate Collegiate Member \$125/fair

March 16-April 20

New England Collegiate Member \$125/fair
 Associate Collegiate Member \$150/fair

- NEACAC Fair: Northern Maine Community College Gymnasium, Presque Isle, ME
 Tuesday, May 10, 2011: 8:30am-11:30am
- NEACAC Fair: Washington County Community College St. Croix Hall, Calais, ME
 Wednesday, May 11, 2011: 8:30am-11:00am
- NEACAC Fair: University of Maine at Augusta Augusta Civic Center, 76 Community Drive, Augusta, ME
 Thursday, May 12, 2011: 9:00am-11:00am
- NEACAC Fair: Franklin Pierce University Northfield Activity Center, Rindge, NH
 Friday, May 13, 2011: 9:00am-11:00am
- NEACAC Fair: Assumption College Plourde Recreation Center, Assumption College, Worcester, MA
 Monday, May 16, 2011: 7:00pm-8:30pm and Tuesday, May 17, 2011: 9:00am-11:00am

NEWSLETTER SUBMISSIONS

Published five times per year, the NEACAC Newsletter keeps members informed and provides a forum for the exchange of ideas and concerns. You are welcome to submit articles, commentaries, advertisements, or suggestions to help this publication better serve its membership. Submissions should be no longer than 500 words and should include your name and current position. Submissions should be sent to Nakia Noble, newsletter editor at NEACACnews@aol.com by the following deadlines:

ISSUE	DEADLINE
Spring 2011	March 15
Summer 2011	June 15
Early Fall 2011	August 15
Late Fall 2011	October 15
Winter 2012	January 15

Tell Us “What’s News”

Please clip and mail this form to the NEACAC Office or send an email to our **NEW EMAIL** whatsnews@neacac.org



Your name and institution _____

A new job or new staff member to your office

Name _____

To (new position) _____

From (former position) _____

An Award

Name of Award _____

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