

# Superintendent's Award of Excellence

## Nomination Form

Name of Nominee:

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Nominee's Position (i.e. student, parent, etc.):

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Name of Person Writing Nomination:

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School/Department Supervisor Signature

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School/Site Phone Number:

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The nominee has exhibited: (Please state the following in the space provided.)

What?

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Where?

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When?

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Why/How?

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*Please refer to the process and guidelines on the reverse side.*



# Superintendent's Award of Excellence

## **Nomination Process**

1. Any employee can submit a nomination to their immediate supervisor for any: student, employee, parent, or volunteer's exemplary act or achievement.
  - School employees turn nominations into Principal.
  - District employees turn nominations into immediate supervisor.
2. Supervisor will submit one nomination form to the Task Force in the Community Relations Office by the 15<sup>th</sup> of the month for presentation at a Governing Board meeting in the following month.
3. The Task Force will meet one time per month to review and select candidates to be presented to the Superintendent and Executive Team.
4. The Superintendent and Executive Team decide the final recipients for Award of Excellence.

**No additional attachments will be reviewed.**