

## **SERVICE, TEAM AND MERIT AWARDS FOR PARENT/COMMUNITY MEMBERS, SECONDARY STUDENTS AND DISTRICT STAFF**

### **Value of Program**

The Edmonton Public Schools Board of Trustees believes that it is important to honour the outstanding leadership, accomplishments, contributions and achievements of parents, community members, secondary students (Grades 7 to 12) and staff. Such recognition acknowledges the role and value of educational partnerships in achieving student success.

### **Nomination Process**

The Board has identified three types of recognition (service, team and merit) for each of the following groups: parent/community members, secondary students and staff (teaching, support, custodial, maintenance and exempt). Consider nominating deserving individuals or groups from the community, your school or central services for the 2016-2017 school year.

Schools or District locations may submit **a maximum of 3 nominations**. In order to avoid too many nominations being submitted from one location, we suggest each school/DU appoints someone to coordinate their submissions.

*\* If a principal or DU administrator is not already a nominator, they must sign off on the nomination before the submission will be accepted.*

Nominators' names may be shared with the nominee and the nominee's principal or DU administrator.

### **Recognition Process**

All nominees meeting the criteria will receive a certificate and will be acknowledged in the fall of 2017.

Nominee/team names, photos and nomination stories may be shared on [epsb.ca](http://epsb.ca), StaffRoom and District social media channels.

# District Recognition Program

## DESCRIPTION OF THE THREE TYPES OF RECOGNITION

*Honouring Parents/Community Members, Secondary Students (Grades 7 to 12) and all District Staff*

	SERVICE	TEAM	MERIT
PURPOSE	To recognize contributions BY AN INDIVIDUAL to the life of a school, the District or community.	To recognize contributions BY A GROUP made through co-operation, participation and excellence in performance.	To recognize an outstanding achievement or exemplary performance BY AN INDIVIDUAL.
FOCUS	Focus is on quality service and significant commitment that contributes to the life of the school and/or the school community.	Focus is on group performance and co-operative effort that results in a significant achievement or contribution.	Focus is on any one of a broad range of achievements or performances that are innovative, creative or inspiring.
CRITERIA	<ul style="list-style-type: none"> <li>types of service may be within or outside the District or the school program</li> <li>service is provided over a period of time</li> <li>contribution enhances public education and/or complements the outcomes of basic education in Alberta</li> </ul>	<ul style="list-style-type: none"> <li>achievement or contribution has brought distinction to the group, the school and/or the District</li> <li>excellence was demonstrated on a particular project or over a period of time</li> <li>achievement or contribution may be academic or non-academic, and enhances public education and/or student achievement</li> </ul>	<ul style="list-style-type: none"> <li>achievement, leadership or performance is meritorious for the individual, the school, the District and/or the community</li> <li>achievement, leadership or performance is innovative, creative or inspiring</li> <li>achievement, leadership or performance has brought distinction to the individual, the school and/or the District, and enhances public education and/or student achievement</li> </ul>
NOMINATION AND SCREENING PROCESS	<ol style="list-style-type: none"> <li>Before submission, nomination forms must be signed by the nominee or team representative, all three nominators and the principal or DU administrator (if not already a nominator). Nominators <b>CANNOT</b> be members of the nominated group. <b>A maximum of three nominations</b> will be accepted from a single location.</li> <li>The following information must be provided in each nomination:               <ol style="list-style-type: none"> <li>Type of recognition: service, team or merit.</li> <li>Nominee's name, category (i.e. student, parent, staff, community partner/volunteer), school or location being supported and principal or DU administrator name. For teams, provide names for each team member. Each team member must provide consent.</li> <li>Brief description of the significant milestones or experiences that contributed to the accomplishment or achievement.</li> <li>Supporting documents: signed letters of endorsement from the nominators (<b>each nominator must provide a written letter outlining the rationale for their support</b>) supplemented with high resolution photos, newspaper articles or video clips. *Nominators must ensure they have consent from any individuals appearing in photos, videos or articles submitted. These materials may be used for online acknowledgement purposes.</li> </ol> </li> <li>Photos and other supporting nomination documents may be emailed to <a href="mailto:districtrecognition@epsb.ca">districtrecognition@epsb.ca</a>. In the subject line, please include name of nominee or team and the school or DU name.</li> <li>Nomination screening will be facilitated by the staff in Communications.</li> </ol>		



# District Recognition Program

## APPLICATION PACKAGE

Submission deadline: **October 6, 2017**

**Send to:**

Communications  
Centre for Education  
1 Kingsway NW  
Edmonton AB T5H 4G9  
Attn: Cathy MacDonald

<b>Type of Recognition:</b> <i>(choose one)</i>			Service	Merit	Team
<b>Name of nominee/team:</b>					
<b>School/Location:</b>			<b>Date of application:</b>		
<b>Principal/DU administrator name:</b>			<b>Principal/DU administrator signature:</b>		
* If a principal or DU administrator is not already a nominator, they must sign off on the nomination before the submission will be accepted.					
<b>Nominee/team rep. contact info:</b>					
<i>Street Address/Work Location</i>		<i>City, Province</i>		<i>Postal Code</i>	<i>Phone Number</i>
<b>Choose one category for individual nominees or all relevant categories for teams:</b>					<b>Grade:</b> <i>(if applicable)</i>
Parent/Community Member		Secondary Student		District Staff (all staff groups)	
* <b>For team nominations</b> please provide (and email) an Excel spreadsheet of all consenting members, noting their title (ie. student, parent, staff or community partner/volunteer).					
<b>Briefly summarize reasons why nominee/team is deserving of this recognition.</b> <i>(submit additional info to <a href="mailto:districtrecognition@epsb.ca">districtrecognition@epsb.ca</a>)</i>					
_____					
_____					
<b>Supporting documentation must include:</b>					
1. Written letter of support from each of the <b>three</b> nominators					
2. Excel spreadsheet of all team member names and titles					
3. Photos, video clips or newspaper coverage (high resolution photos or videos that support the nomination are appreciated and can be submitted by emailing <a href="mailto:districtrecognition@epsb.ca">districtrecognition@epsb.ca</a> . In the subject line, please include name of nominee or team and the school or DU name.					
4. <b>All supporting documentation must be submitted together by October 6, 2017 deadline.</b>					
<b>I give my consent for Edmonton Public Schools to publish my name, school and photograph in District communications. For teams, you must get consent (in writing or email) from each individual to be named as part of the team prior to submitting recognition application.</b>					
_____			_____		
Name of Nominee/Team representative <i>(please print)</i>			Signature of Nominee/Team representative		
_____		_____		_____	
Nominator <i>(please print)</i>		Signature of Nominator		Address or School/Location	
_____		_____		_____	
Nominator <i>(please print)</i>		Signature of Nominator		Address or School/Location	
_____		_____		_____	
Nominator <i>(please print)</i>		Signature of Nominator		Address or School/Location	