

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 district 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 persons or groups from the community, your school or central services for the 2013-2014 school year.

In order to ensure that a broad range of people are recognized, a maximum of **six nominations** from a school or other district location will be accepted. **Up to two nominations representing different groups may be submitted per category – service, team and merit.**

Nomination will be shared with nominee's supervisor and the supervisor will be invited to attend the recognition event as well.

If you are a nominator, your name may be shared with the nominee and the nominee's supervisor. Nominators will also be invited to the recognition event and will be identified as a nominator on their name tag.

Recognition Process

A recognition event, hosted by the Board of Trustees, will be held early in December, 2014. The Board of Trustees will share information about why each recipient or group was nominated and will present certificates to nominees at this annual event. An informal reception will follow the presentations in the Centre for Education atrium. Invitations to attend the event will be sent to nominees, nominators and supervisors 3 - 4 weeks prior to the event.

Nominee and team names will be published in the event program and photos will be taken at the event. Photos and program information may be shared on epsb.ca and District social media channels.

History of Program

This program was established at the board meeting of June 13, 1995. It was expanded from nine to twelve awards at the November 13, 2001 board meeting. For the 2002-2003 school year, another change was made to discontinue the practice of selecting award recipients and focus on recognition only.

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"> • types of service may be within or outside the District or the school program • service is provided over a period of time • contribution enhances public education and/or complements the outcomes of basic education in Alberta 	<ul style="list-style-type: none"> • achievement or contribution has brought distinction to the group, the school and/or the District • excellence was demonstrated on a particular project or over a period of time • achievement or contribution may be academic or non-academic, and enhances public education and/or student achievement 	<ul style="list-style-type: none"> • achievement, leadership or performance is meritorious for the individual, the school, the District and/or the community • achievement, leadership or performance is innovative, creative or inspiring • achievement, leadership or performance has brought distinction to the individual, the school and/or the District, and enhances public education and/or student achievement
NOMINATION AND SCREENING PROCESS	<ol style="list-style-type: none"> 1. Nomination forms must be signed by all three nominators before submission. Nominators CANNOT be members of the nominated group. A maximum of six nominations will be accepted from a single location. 2. The following information must be provided in each nomination: <ol style="list-style-type: none"> a) Type of recognition: service, team or merit. b) Nominee's name, address, phone number, school or location and supervisor name. Please provide home mailing address and phone numbers for student or non-staff nominees. For District staff, indicate their work location for the contact address and phone number. c) Brief description of the significant milestones or experiences that contributed to the accomplishment or achievement. d) Include up to five items in hard copy of supporting documentation e.g., signed letters of endorsement, newspaper clippings or photographs (min. 5" by 7" or high resolution digital). <p>Each nominator must provide a written letter outlining the rationale for their support.</p> 3. Nominations may be submitted on an ongoing basis up until the submission deadline. 4. Nomination screening will be facilitated by the staff in Communications. 		

APPLICATION PACKAGE (Submission deadline: October 16, 2014)

Includes:

- *application form*

Type of Recognition: _____
(Service, Team* or Merit)

Name of Nominee/Team: _____
(Please Print)

School/Location: _____

Principal/Supervisor name: _____

Send To:

*Centre for Education
One Kingsway
Attention: Cathy MacDonald
Communications*

(Date of Application)

*[*For team nominations please attach a list of all consenting members with addresses and phone numbers. For secondary students and parent/community members, please provide their home contact information. For District staff, provide contact information for their work location. Also indicate key contact(s) - for very large teams, up to 10 members can be invited to the recognition event.]*

Address: _____
(Street Address/Work location) (Postal Code) (Phone Number)

CIRCLE ONE CATEGORY BELOW:

Parent/Community Member, Secondary Student, District Staff (all staff groups)

Grade: _____
(If Applicable)

Briefly summarize reasons why nominee or team is deserving of this recognition.

List of supporting documentation attached (must include three written support documents):

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.

(Date) (Signature of Nominee or Team Representative)

(Nominator - Please Print) (Signature of Nominator) (Address or School/Location)

(Nominator - Please Print) (Signature of Nominator) (Address or School/Location)

(Nominator - Please Print) (Signature of Nominator) (Address or School/Location)