

Nominee _____
Name as it shall appear on all printed matter

Building _____

Nominator/Contact _____

Building _____

THOSE WHO EXCEL

Education Awards Program



INSTRUCTIONS: CAREFULLY FOLLOW THESE GUIDELINES

1. Nominators must be employees of District #205
2. Complete this nomination form and answer the five Selection Criteria questions below as specifically as possible. The answer to each question should be no more than one page double-spaced with one-inch margins – on a separate plain, white 8 ½ by 11 sheet of paper, one side only. Answers to Selection Criteria questions should be written without specific mention of the nominee's name or building. Type size should be at least 12 point. Restate the question at the top of the page.
3. To facilitate information for a press release, **YOU MUST** include a separate sheet (6th page) which will identify the nominee by name and position or category and will contain a five sentence statement highlighting the nominee's exemplary educational service.
4. The readers will review only the five pages of responses to the Selection Criteria questions below.
5. Up to ten readers per nomination category will comprise a review panel. They will select one nominee in each category to represent Rockford in the Illinois state THOSE WHO EXCEL program. Important: State nomination forms are due on a date to be determined by the Illinois State Board of Education.
6. As the nominator you will be expected to introduce your nominee at the reception. It will be necessary to prepare a two-minute presentation describing the highlights of the nominee's educational service. Feel free to be comedic or entertaining.

SELECTION CRITERIA

When reviewing and evaluating each nomination, readers will be looking for specific information and examples that answer the following five questions about the nominee's educational service and contributions to school and academic improvement:

1. How has the nominee demonstrated **excellence** in the fulfillment of duties?
 2. How has the nominee demonstrated **concern for children**?
 3. What **positive effect** has the nominee had on the school environment?
 4. How has the nominee shown **leadership** or inspired others to achieve?
 5. How has the nominee achieved **above and beyond** what would be expected in the fulfillment of duties?
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CALENDAR

Wednesday, February 19, 2014	Deadline for nominations: 4:00p.m. Completed nominations due to the REA office. Nominations received after this time will be returned. No exceptions for any reasons, including school closings.
Friday, February 21, 2014	Nomination forms go to readers.
Friday, March 7, 2014	Forms due back from readers
Thursday, March 13, 2014	Reception honoring nominees at Tebala Shrine, 7910 Newburg Road. 6:15 – 8:15. Light refreshments only.
Thursday, April 24, 2014	Banquet at Tebala Shrine, 7910 Newburg Road. 5:30 p.m. social hour. 6:00 p.m. dinner. Nominees honored and State Representatives announced.
TBA (early June 2014)	TWE state nomination forms due to ISBE in Springfield

SPECIAL NOTE

For information call: Brenda Robinson-Young - home 815-395-1988, cell 815-222-2210

For questions about completing nominations packets: Linda Kimel - home 815-988-7078, work 815-229-2881 Rolling Green

THOSE WHO EXCEL EDUCATION AWARDS PROGRAM

NOMINATION FORM 2013-2014 (Rockford)

The THOSE WHO EXCEL education awards program honors individuals who have made outstanding contributions to education. By nominating individuals in one of the categories below, you can call public attention to some of the positive people and activities in our schools. Nominators have the chance to show these exemplary people how much their efforts are valued and appreciated. Nominators must be employed by District #205.

INSTRUCTIONS: Complete this form, attach the required material described, address to THOSE WHO EXCEL and the REA office by February 19, 2014. DEADLINE is 4:00 p.m. No exceptions, including school closings. Incomplete nominations cannot be considered.

NAME OF NOMINEE: _____
Name as it shall appear on all printed matter

HOME PHONE _____

WORK PHONE _____

NAME OF SCHOOL/BUILDING FOR WHICH SERVICES WERE PERFORMED _____

BUILDING PHONE _____

NAME OF ORGANIZATION/INDIVIDUAL
SUBMITTING NOMINATION _____ HOME PHONE _____

NAME OF SCHOOL/BUILDING _____ BUILDING PHONE _____

Check the category below for which the nomination is being submitted.
These categories reflect the State Board of Education guidelines.

1. Classroom Teacher Preschool, elementary, and secondary teachers who spend more than 50% of the time instructing students
Grade level taught _____ Subject(s) _____

2. Administrator/Principal Superintendent, assistant superintendents, principals, assistant principals, coordinators, and directors who are more than 50% administrative.
 Superintendent Principal Coordinator
 Assistant Superintendent Assistant Principal Administrator _____

3. Student Support Personnel (Certificated) Position _____
School nurse, psychologist, social worker, guidance counselor, librarian, speech/language therapist, and hearing impaired itinerant who spend 50% of their time in the indicated field.

4. Education Service Personnel (Non-certificated) Position _____
Paraprofessional, cafeteria worker, secretary, bus driver, crossing guard, etc.

5. School Board Member/Community Volunteer

6. Team Must have direct academic impact on students. 5 or fewer members – 1 team per building. Must have a team name. Call Linda or Brenda for further information before proceeding with this category.

7. Early Career Educator Teachers in their second to fifth years of teaching
Grade level taught _____ Subject _____

Date _____

Nominee's Signature (required)

Nominator's Signature (required)

ADDITIONAL IMPORTANT INFORMATION

HISTORY:

The THOSE WHO EXCEL Education Awards Program began in the 1974-1975 school year as an expansion of the Illinois Teacher of the Year Program. It is a statewide program sponsored annually by the Illinois State Board of Education to honor individuals in public and nonpublic schools who have made outstanding contributions to the educational community. At the local level a standing committee was created to nominate local individuals for these state honors. Over the years, the committee has created a series of events that define the local THOSE WHO EXCEL program.

NOMINATIONS:

You must use this nomination form and you must be an employee of District #205. Attach (with a staple) in the upper left corner and return before the deadline. To be a valid nomination it must contain both the nominee's and nominator's signatures. The nominator can be multiple individuals but one person must be designated as the official contact person and all communications from the committee will be sent to that individual. Please keep in mind that this contact person will need to coordinate the building's involvement with the THOSE WHO EXCEL committee as the process moves from the reception to the local banquet, and on to the state banquet. Please note: to be eligible for consideration for Teacher of the Year at the state level, nominees in the teacher category must also hold a teaching position in the fall of 2014.

RECEPTION:

There are 225 tickets available for the reception and these are distributed equally among the nominees at no cost. Due to preparation costs, no additional tickets are printed. After the nominee and nominator receive their tickets, each building needs to determine how its additional tickets are to be used (i.e. staff, family, friends). Normally there are 20 to 25 nominees so it is important that the two-minute rule for introductions is observed. *Alcoholic beverages may be purchased on site but cannot be brought in due to insurance regulations.*

BANQUET:

The banquet is held at Tebala Shrine at a cost of \$35.00 per person. A maximum of 450 tickets will be available. Two complimentary tickets will be available, one for the nominee and one for a guest. All other tickets must be purchased and seating will be available on a first come first served basis. Absolutely no reservations will be accepted after the published deadline (see calendar). Everyone who wishes to attend must have a ticket whether or not they decide to dine. In order to keep our costs down, we have contracted to have Tebala Shrine's caterer serve a specific two entrée meal. A single vegetarian option may be available. *Alcoholic beverages may be purchased on site but cannot be brought in due to insurance regulations.* Please do not cause problems by ignoring this agreement. Corsages/boutonnieres and table arrangements are not provided. If your school wishes to provide a table centerpiece, please be considerate of groups who may be seated behind you and do not bring objects that could block their view. All nominees are introduced and honored on stage. When the representative to the state is announced, he/she will not be asked to deliver a prepared acceptance speech but will be welcome to say a few words.

STATE:

State representatives will submit a more in-depth nomination packet to the Illinois State Board of Education. The state awards banquet is held in the fall and more information will be forthcoming. **IMPORTANT:** Contact Brenda Robinson-Young as soon as you receive information from the State Board regarding your award.