

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	GBIA
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RECOGNITION AWARD

1. The Kelsey School Division Award is an interorganizational award open to any individual or group in the field of public education. The award recognizes:
 - Exemplary service and outstanding achievement beyond the requirements of the position, in the areas of trusteeship, classroom teaching, administration or educational leadership;
 - Demonstrated innovative thinking and personal initiatives directed at ensuring success for students of Kelsey School Division; and
 - Lasting and pervasive impact on some facet of public education at the local and/or provincial level.
2. Each May, notices will go out from Division Office to solicit nominations for the Kelsey School Division Recognition Award(s). Nomination forms and letters of recommendation must be received by the end of June. One nominee will be chosen with selection the following September.
3. The selection committee will consist of:
 - the current Board Chair
 - Superintendent
 - representative of the Kelsey Association of Principals
 - representative of the Kelsey Teachers' Association and
 - representative of the Canadian Union of Public Employees.

The recipient(s) will be selected by consensus of the committee.

4. In those years in which an award is to be given, the award will be presented at the Division's Recognition evening held each November.
5. The award will consist of an individual presentation and a commemorative plaque for placement on display in the Division office.

**KELSEY SCHOOL DIVISION RECOGNITION AWARD
NOMINATION FORM AND GUIDELINES**

NOMINEE:

Dr. Mr. Mrs. Ms.

Last Name _____ First Name

Home Address:

Tel (H): _____ Tel (W):

Fax: _____ E-mail:

NOMINATOR:

Last Name _____ First Name

Organization Represented (if applicable)

Home Address:

Tel (H): _____ Tel (W):

Fax: _____ E-mail:

Signature of Nominator _____ Date

Guidelines for completing the nomination process on next page

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~~ASSEMBLING A NOMINATION PACKAGE~~

An effective nomination package will illustrate the outstanding achievements of its nominee and will clearly explain why he or she should receive the Kelsey School Division Recognition Award. As a nominator, you will be 'painting a picture' of the nominee's achievements for the selection committee to review. Your nomination package should include the following:

Signed Nomination Form.

Nomination Text. Focus on the nominee's overall achievements and include such items as extracurricular activities, volunteer work, professional development, social events, etc. Wherever possible, provide specific examples and details to show how the individual has demonstrated exemplary service at the local and provincial level. Describe any special projects, teaching philosophies, unique learning environments, student impact/reactions, outcomes, or special achievements that make this individual stand out in our educational community.

Letters of Support. (three required). Letters should not exceed one page and must be signed by the author. To reduce repetition, ask writers to focus on one or two specific things about the individual that make him or her exceptional.

Additional Support Materials. If you include support materials, please make copies as the material will not be returned.
