

<p><b>Kelsey School Division</b>  <b>Box 4700</b>  <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>GBIA</b></p>
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## RECOGNITION AWARD

1. The Kelsey School Division Recognition Award is an inter-organizational award open to any individual or group in the field of public education and not currently employed by the School Division. The award recognizes:
  - a) Outstanding achievement beyond the requirements of the position, in the areas of trusteeship, classroom teaching, administration or educational leadership;
  - b) Demonstrated innovative thinking and personal initiatives directed at ensuring success for students of Kelsey School Division; and
  - c) 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 the School 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 may be chosen with selection by the end of September.
  
3. The Selection Committee, none of whom shall be a nominee or nominator, will consist of:
  - the School Board Chair (or designate)
  - the Superintendent
  - a representative of the Kelsey Association of Principals
  - a representative of the Kelsey Teachers' Association and
  - a representative of the Canadian Union of Public Employees.

The recipient(s) will be selected by consensus of the committee, using a Kelsey School Division scoring template.
  
4. In those years in which an award is to be given, the award will be presented at the Division's recognition evening held in November.
  
5. The award will consist of an individual presentation and a commemorative plaque for placement on display in the School Division office.

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

**NOMINEE:**

Dr.  Mr.  Mrs.  Ms.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Home Address: \_\_\_\_\_

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Tel (H): \_\_\_\_\_ Tel (W): \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**NOMINATOR:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Organization Represented (if applicable) \_\_\_\_\_

Home Address: \_\_\_\_\_

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Tel (H): \_\_\_\_\_ Tel (W): \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Nominator \_\_\_\_\_ Date \_\_\_\_\_

**Guidelines for completing the nomination process on next page**

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## GBIA

### **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.

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