



## **Recognition & Awards Program**

### **Nomination Form Instructions**

Please use only this form to nominate an employee for the L-M Recognition and Awards program.

All information must be TYPED or PRINTED (legibly)

Please review the criteria for eligibility (listed below) and the respective categories for each award before proceeding.

#### **ELIGIBILITY**

1. Permanent employee, retiree, board member, community partner, or colleague.
2. Anyone in the school district community may nominate individuals for this award; self-nominations are ineligible.
3. Previous recipients of each Award of Excellence are not eligible to receive award for two years after the initial award date.

#### **GUIDELINES**

1. All employees are eligible to nominate individuals during the announced period.
2. Do not leave any columns blank.
3. Nominator submits the completed nomination form and a one-page cover letter to Jessi Pfaff at the LRC, in a sealed envelope on or before the due date.
4. Nominations are screened for eligibility by the selection team constituted by the committee for this purpose. All decisions are final.
5. The nominations will be kept confidential.
6. Nominations and attachments become the property of the committee.

#### **CATEGORIES**

L – Living Legend Award for Excellence in Leadership

I – Innovator Award for Excellence in Positive Change

O – Optimizer Award for Excellence in Teamwork

N – Newcomer Award for Excellence in New Ideas

S – Service Award for Excellence in Superior Performance

Lion Pride Award – Going the Extra Mile

Shirley Pantini Award – Excellence in Equity



## Recognition & Awards Program

### Nomination Form

Name of Nominee: \_\_\_\_\_

Nominee's Department/Affiliation with L-M: \_\_\_\_\_

Nominee's Contact Information (email and phone number) \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Nominator's Department/Affiliation with L-M: \_\_\_\_\_

Nominator's Contact Information (email and phone number): \_\_\_\_\_

Please select from the following categories:

- ☐ **L - Living Legend Award for Excellence in Leadership**
- ☐ **I - Innovator for Excellence in Positive Change**
- ☐ **O – Optimizer for Excellence in Teamwork**
- ☐ **N – Newcomer for Excellence in New Ideas**
- ☐ **S – Service for Excellence in Superior Performance**
- ☐ **Lion Pride Award – Going the Extra Mile**
- ☐ **Shirley Pantini Award – Excellence in Equity**

Please attach the following to this nomination form:

- 1) A cover letter with a brief summary describing why your nominee should receive an award.
- 2) Up to three letters of recommendation must be attached.
- 3) Documentation should include description of the nominee's accomplishments and qualifications.

All awards will not necessarily be given out each year. This will be at the discretion of the committee based on nominations submitted. Nominators will be notified by phone as to the selection of their nominee. Only those persons selected as recipients of the LIONS/Shirley Pantini awards will be notified.

Nominations are due in the Superintendent's Office by Friday, March 10, 2017. Questions may be directed to: Jessi Pfaff at (319) 447-3114 or [jpffaff@linnmar.k12.ia.us](mailto:jpffaff@linnmar.k12.ia.us)

## How to Write a Quality Award Nomination

The key to a well-written nomination is providing evaluators with specific information illustrating how the individual's or group's achievements have made a positive impact on Linn-Mar's goals. The number of examples is not as important as ensuring that the nominee's (or nominees') contributions match the specific award criteria, and that there are measurable results. Here are some additional tips:

- **Keep it brief.** Write short sentences that are concise and give specific detail. Avoid giving work history or job descriptions, unless it directly relates to the award criteria. The goal is quality, not quantity.
- **Answer the “what” and “how”.**
  - What did the nominee(s) do?
    - Projects and/or activities above and beyond job descriptions
    - Any challenges or issues encountered and overcome
  - How did the nominee(s) do it?
    - Initiative and/or leadership
    - Teamwork
    - Creativity and/or innovation
    - Behaviors and/or attitudes
  - What were the results and/or impacts?
    - What did the nominee(s) accomplish?
    - Are there specific benefits derived from those efforts?
- **Be clear and specific.** Don't assume the Rewards and Recognition selection committee members will understand the specific nature of a project or achievement without full explanations. Be specific about what the nominee(s) did and how that helps fulfill the school district's mission.
- **Say it like it is.** Don't worry about using “fancy” speech. Feel free to use bulleted lists when appropriate. Be sure to explain the technical details in such a way that non-experts will understand, and spell out/define any unfamiliar acronyms.
- **Use concrete examples.** Anecdotes, quotations from colleagues or students, specific numbers or statistics, etc. help strengthen your nomination. Describe the amount of time and resources spent on the project. If the project the nominee(s) is/are working on is still being developed or has not produced results, consider identifying major milestones completed. If this progress is not of substantial impact, consider waiting to submit the nomination until after the results/impact can be documented and supported.

- **Communicate sincerity and personal commitment.** Show that you personally value the contributions of your nominee(s).
- **Consider a collaborative, group-written nomination.** If you find yourself shying away from a solo nomination, then round up a colleague or two and write one together. This approach may make gathering ideas and writing the nomination easier.
- **Review your nomination.** Verify the accuracy of all information in the nomination.
- **Ask questions.** If you are unclear about the award criteria, ask for clarification.

The Superintendent's Office is able to answer your questions. Please contact Jessi Pfaff, [jpfafe@linnmar.k12.ia.us](mailto:jpfafe@linnmar.k12.ia.us) or (319) 447-3114 for more information. Applications are due in the Superintendent's Office no later than 4 p.m. on Friday, March 10, 2017.