

**WEST BRANCH-ROSE CITY AREA SCHOOLS**  
**2023-2024**  
**Award Nomination Form**

Form due by:  
March 31, 2024

**Nominee (Recipient) Name:** \_\_\_\_\_

**Nominee is a** ☐ **Staff Member,** ☐ **Student,** ☐ **Community Member,** ☐ **Partner**

**Nominee Home Address:** \_\_\_\_\_

**Business, Building and/or Position:** \_\_\_\_\_

*Nominated by (print):* \_\_\_\_\_ *Signature:* \_\_\_\_\_

*Nominator's Address:* \_\_\_\_\_

This nomination was endorsed by the following individuals:

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Briefly describe observations of the nominee's behavior. If more space is needed, please attach an additional sheet.

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List reason(s) for nominating this individual:

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Dated: \_\_\_\_\_

Note: The type of award given, if any, will be at the discretion of the Board of Education. If this person is granted an award, he/she will receive formal recognition by the School Board. A letter of commendation along with this nomination form will be placed in the personnel file if employee.

SEND COMPLETED FORM TO:      Gail Hughey, Superintendent  
West Branch-Rose City Area Schools  
PO Box 308  
West Branch, MI 48661

### ***PLEASE READ:***

In an effort to recognize positive actions which help to enhance our school district, the West Branch-Rose City Area Schools Board of Education is asking for nominations from our staff, students, or community members who know of such acts for which recognition would be appropriate. The Board has provided a nomination form which can be received from any school or district office. The completed form should be returned to the Superintendent. A Board review committee will then review the nominations and decide which award the nominee should receive, if any. The description of the action, or actions, should be clearly defined on the nomination form as well as any comments from persons other than the original nominator. The Board will consider each nomination and may recognize the action(s) in one of four ways, with the recognition level to be at the discretion of the Board.

Note: Nominated **volunteers** must already be listed on the 'approved volunteer' list for the current school year to be considered as a viable nominee.

### ***~ ~ AWARD TYPES ~ ~***

#### **LETTER OF RECOGNITION**

This manner of recognition will be given for **one incident which reflects positively or in some manner enhances our school district**. The Board will send a letter of appreciation or recognition to the individual (or group in the case of a team accomplishment).

#### **APPRECIATION AWARD**

For outstanding **contributions which reflect positively or in some manner enhance our school district**, the Board may recognize an employee, student or community member by awarding a certificate of appreciation and the appreciation award pin. This will be awarded to an individual who has **demonstrated extra efforts to promote good will and positive feelings between the school and community** and among those interacting with the school or within the school.

#### **OUTSTANDING EFFORT AND DEDICATION AWARD**

The award for Outstanding Effort and Dedication may be presented to an employee, student, or community member who has **shown commitment and dedication by doing a combination of things on several occasions that are clearly beyond what one might be expected to do**. The recipient's actions must reflect positively toward, or contribute to, the improvement of the school district.

(This award could be given to one individual more than one time if the individual would meet the requirements in other areas.)

#### **THE ABOVE AND BEYOND AWARD**

The Above and Beyond Award is the **"ultimate" award** given by the Board of Education and is **not to be awarded without great deliberation by the Board and outstanding merit of the recipient. It will be awarded to a special select few**.

The Above and Beyond Award may be presented to an employee, student, or community member who, over a period of years, has demonstrated actions which contribute to the betterment of the school district clearly above what might be expected in doing one's job or assignment well. The individual receiving this award will have given not only time, but of her/himself to enhance the district.