



# JACKSON PUBLIC SCHOOLS BOARD MEETING RECOGNITION FORM

Please complete this form to request recognition at an upcoming Board of Trustees Meeting:

The request for recognitions must include one or a combination of the following:

**Team Members:**

- Districtwide, state or national honor with excellence in field of expertise
- Advance degree in field on education
- Professional development honor

**Scholars:**

- Extraordinary academic accomplishments
- Athletic championships and honors
- Extracurricular activities awards or honors

1. School Name: \_\_\_\_\_
2. Name of student(s), employee(s), team or group: \_\_\_\_\_
3. Name and title of person to be recognized: (Please make sure this is (his/her) exact title).  
\_\_\_\_\_  
\_\_\_\_\_
4. Names of any coaches, sponsors, teachers or other JPS employees and their titles who will be in attendance:  
\_\_\_\_\_  
\_\_\_\_\_
5. Please list any additional individuals who are not JPS employees that will be in attendance with your group and a part of your recognition.  
\_\_\_\_\_  
\_\_\_\_\_
6. Please give a brief description of the award or title received and any additional information we may need to introduce the group to the Board members:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Please list the names of all individuals who were involved in this work (team members, managers, staff).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete and submit the recognition request form two weeks prior to the meeting that you are requesting recognition. The Board of Trustees regular meeting is generally on the first and third Tuesday of every month at 5:30 p.m. Honorees are to arrive no later than 5:15 p.m.