



CRYSTAL APPLE AWARDS®

RECOGNIZING EXCELLENCE IN EDUCATION 2018

NOMINATION INSTRUCTIONS & FORM

Presented by the Salem-Keizer Education Foundation

in cooperation with Salem-Keizer Public Schools,
Salem Area Chamber of Commerce, and Keizer Chamber Foundation

The Crystal Apple Awards® will be held at the Historic Elsinore Theatre on November 1, 2018.

Nominating an Employee

Any community member, student, parent, or co-worker can nominate any Salem-Keizer Public Schools or a Salem-Keizer private school employee who meets the criteria outlined below.

Nomination Criteria

- The nominee must be a current employee of either the Salem-Keizer School District or private school and have a minimum of three years of consecutive employment, (prior to the 2018-19 school year), with their current employer.
- The employee cannot have been nominated for a Crystal Apple Award in the last two years (2016-17 or 2017-18). A list of previous nominees is available at www.skeducationfoundation.org.
- An employee who has been a previous recipient of a Crystal Apple is not eligible to be nominated. A list of previous recipients is available at www.skeducationfoundation.org.

Nomination Categories

Teacher

This category includes classroom teachers as well as teachers in library media, music, special education, and P.E. Additionally, this category includes school counselors.

Administrator

This category includes principals, assistant principals, athletic directors or any other administrator.

Support Staff

This category includes instructional assistants, office managers, custodians, bus drivers and any other employee in a support capacity.

Nomination Instructions

For a nomination packet to be considered, the person submitting the nomination must include the following:

- Section 1:** Three letters of support, which do not exceed one typewritten page, and meet the criteria described on the nomination form.
- Section 2:** Nominee form with all requested information.
- Section 3:** Written response to the questions regarding the nominee's qualifications.

Please do not attach photographs, newspaper clippings, etc.

Nomination packets that do not follow the criteria as listed here will not be considered.

TITLE SPONSOR

WELLS FARGO

**NOMINATION PACKETS
MUST BE RECEIVED
BY 5:00 P.M. OCT. 10, 2018**

Emily Hicks
Salem-Keizer Public Schools 2450
Lancaster Drive NE, Suite 204
Salem, Oregon 97305
503-399-3038
hicks_emily@salkeiz.k12.or.us

Crystal Apple Award® Nomination Form

SECTION 1

LETTERS OF SUPPORT

Please submit three separate letters of support for your nominee. The letters should not exceed one typewritten page.

- Letters can be written by parents, students, business or community members, and colleagues. However, the nominator should not write a letter of support.
- The ideal nomination packet includes letters of support from a variety of authors. For example one letter would come from a co-worker, another from a parent, and the final one from a community member.
- Nomination packets that do not contain letters from a variety of authors (as described above) will rank lower in the selection process. This includes submitting a letter from a parent who also works in the same school/department as the nominee.
- Letters need to be signed by the author.

The goal of these letters is to provide the Crystal Apple selection committee with three different perspectives that provide additional information regarding:

1. The nominee's ability to provide a positive and effective learning environment and,
2. Examples of how the nominee goes beyond their regular job duties and how it benefits students

TIPS

1. LET YOUR TRUE FEELINGS SHOW THROUGH.

Get your point across by combining humor and touching examples of your nominee's outstanding abilities within the context of the provided guidelines.

2. FOLLOW THE INSTRUCTIONS & CATCH MISTAKES BEFORE WE DO!

Use specific examples vs. general statements. (i.e. don't say, "She always celebrates diversity;" say, "She is responsible for organizing the school's first multicultural training, an annual Cinco de Mayo celebration and organized assemblies featuring speakers of different cultural backgrounds.") Make sure that grammar and punctuation are correct. Have someone else read over the nomination and proof it.

3. ASK FOR HELP & DIVERSIFY THE PERSPECTIVE.

There are things you may not know; for example, how many years the person has been in their current positions, or their home address. It also helps to have a group of people who feel the same way as you about the potential nominee, and you can brainstorm examples of his/her excellence. In addition, you'll need two additional people to write the required letters of support. Letters from a business partner, parent or student teacher your nominee has mentored give the selection team more information about the nominee's dealings beyond normal day to day measures.



- ✗ Use a "form" nomination (i.e., the same format for several nominees and just change the person's name).
- ✗ Submit more than three letters of recommendation.
- ✗ Submit newspaper articles, photographs, children's artwork (unless it is acting as a letter of recommendation) or samples of the person's work. All nominations are copied several times and the above mentioned materials will not make it into the selection team's packet.
- ✗ Exceed the one page limit.
- ✗ Use a font size smaller than 11 point or margins smaller than .075 inches.
- ✗ Use "funky" or "cute" fonts. Times New Roman or Arial will suffice.
- ✗ Skip something in the nomination process because you didn't understand it.

Crystal Apple Award® Nomination Form

(Please Type or Print Clearly)

SECTION 2

Category <i>(Specify one: Teacher, Support Staff, or Administrator)</i>		
<input type="radio"/> Teacher	<input type="radio"/> Support staff	<input type="radio"/> Administrator
Name of Nominee		
Job Title		
School / Department of Nominee		
Address of School Department		Phone #
City	State	Zip
Has the nominee worked for the district or private school for more than 3 years? <input type="radio"/> Yes <input type="radio"/> No		
Has the nominee been nominated for a Crystal Apple Award in the last 2 years? <input type="radio"/> Yes <input type="radio"/> No		
Name / Title of Nominee's Supervisor		Phone #
Nomination Submitted by		
Address		
City	State	Zip
Relationship to Nominee (choose one)		
<input type="radio"/> Parent	<input type="radio"/> Student	<input type="radio"/> Co-worker
<input type="radio"/> Supervisor	<input type="radio"/> Community Member	

PLEASE CONTINUE TO SECTION 3

PLEASE NOTE:

It is the responsibility of the nominator to see that the nomination packet is submitted completely and accurately. Refer to Nomination Instructions.

Crystal Apple Award® Nomination Form

SECTION 3

Please use the space below to answer the following questions:

1. How does the nominee provide a learning environment that promotes academic achievement for students? (Provide specific examples)

2. How does the nominee go beyond their regular job duties in their attempt to benefit students? (Provide specific examples)