



***Recognizing Excellence in Education  
Presented by the  
Hillsboro Chamber of Commerce***

**Crystal Apple Awards  
Thursday, February 23, 2012  
Tuality Health Education Center  
334 SE 8<sup>th</sup> Ave., Hillsboro**

**Nominating an Employee**

All community patrons, students, parents and other school employees are invited to nominate any district employee or private school employee who excels in building future leaders of tomorrow. It can be awarded to individuals who work full or part time. The only restriction is the nominee must be *currently* employed by the Hillsboro School District or by a private local school and have worked for the district or that school for at least three years prior to the 2010-11 school year. *Please see nomination instructions for more details.*

**Nomination Process**

Nominations packets are due by **5:00 p.m. on Friday, January 13, 2012**. A selection committee will review each packet and select up to three recipients in each category to be announced at the awards dinner. Each nominee will receive special recognition of their nomination at their individual place of work prior to the dinner.

**Nomination Categories**

• **Licensed Staff**

This category includes regular or special education teachers, including talented and gifted, alternative education, special needs, etc., or a non-classroom teacher, such as a curriculum developer, counselors and nurses.

• **Administrator**

This category includes a school administrator, such as principal, assistant principal or district-wide administrator.

• **Support Staff**

This category includes office managers and other clerical support, instructional assistants, bus drivers, food services workers, custodians, and other employees in a non-teaching capacity.

**TICKET INFORMATION:**

Tickets \$50 per person or table of (8) for \$400

**RSVP by February 17, 2012**

To purchase tickets, please contact Kris Carico at 503.726.2145 or [krisc@hillchamber.org](mailto:krisc@hillchamber.org).

\$15 from each ticket goes to support the Hillsboro Schools Foundation.

Each nominee receives two complimentary tickets.

**2012 Crystal Apple Awards Sponsors:**



# Tips for Writing a Crystal Apple Nomination

## 1. Follow the Instructions

Fill out the form completely and include only those materials outlined in the materials. Use concrete examples to support your statements (instead of “She really involves the community;” say, “She developed and implemented a classroom project that fostered interaction between the school, several local businesses and the parents of her students as the students studied the diversity of businesses located in Hillsboro.”)

## 2. Get a second opinion

There may be things you don’t know; for example, how many years the person has been in their current position. It helps to have a group of people working on the nomination that can brainstorm with you about examples of his/her excellence. You’ll need two additional people to write the required letters of recommendation.

## 3. Diversify

It’s good to hear from several different perspectives. Letters from a business partner and a parent give the selection committee more information about the nominee’s dealings outside the school building. If these folks aren’t able to write a letter of recommendation (limited to one typed page), include some of their thoughts in your narrative (limited to two pages total). Consider other individuals your nominee has impacted.

## 4. Put your best foot forward

Have another person proof-read your nomination. Since the selection committee usually does not know the nominee, the quality of the nomination packet is important. Give your nominee every advantage by making sure people’s names and other words are spelled correctly, that grammar and punctuation are correct, and that you have followed instructions.

## 5. Help your outstanding nominee stand out

The selection committee will review hundreds of pages before coming together to select the recipients. The easiest way to make your nomination stand out is to provide specific examples of your nominee’s outstanding abilities within the context of the provided guidelines.

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### THINGS TO REMEMBER:

- Narrative need not to exceed a two-page limit.
- Only two letters of recommendation (one typed page in length).
- All nomination packets are copied several times; therefore newspaper articles, photographs, children’s artwork (unless it is acting as a letter of recommendation) or samples of the person’s work (brochures, handouts, etc.) will not be included in the selection committee’s packet.
- Please only 11 pt font and no margins smaller than 0.75 inches.
- Vary your nomination letters from a variety of representatives (please no “form” letters)

**Need assistance or have questions? Contact Kris Carico at 503.726.2145 or [krisc@hillchamber.org](mailto:krisc@hillchamber.org).**

# Crystal Apple Award Nomination Form

(Please Print Clearly)

## NOMINEE INFORMATION

<b>AWARD CATEGORY (SPECIFY ONE):</b>			
<input type="checkbox"/> LICENSED STAFF	<input type="checkbox"/> ADMINISTRATOR	<input type="checkbox"/> SUPPORT STAFF	
NAME OF CANDIDATE		EMAIL	
ADDRESS	CITY	STATE	ZIP
JOB TITLE	DEPARTMENT/SCHOOL	PHONE	
HAS THE NOMINEE WORKED FOR THE DISTRICT or SCHOOL FOR MORE THAN 3 YEARS?			<input type="checkbox"/> YES <input type="checkbox"/> NO
NAME and TITLE OF NOMINEE'S IMMEDIATE SUPERVISOR			

## NOMINATOR INFORMATION

NOMINATION SUBMITTED BY		PHONE	
ADDRESS	CITY	STATE	ZIP
RELATIONSHIP TO NOMINEE		EMAIL	

## NOMINATION INSTRUCTIONS

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

### **A COMPLETE NOMINATION PACKET MUST INCLUDE THE FOLLOWING:**

1. This form, with the above information completed.
2. From nominator, a separate letter of nomination with detailed examples such as how the nominee:
  - A. *Promotes and models life-long learning as the key to students' future success*
  - B. *Develops and promotes strategies that actively engage students for higher academic achievement*
  - C. *Builds positive, trusting and respectful relationships with diverse students, families, fellow staff members and the community.*
  - D. *Promotes involvement and partnership between school, home and business.*

This narrative should be typed no more than two pages and in no less than 11 pt. type, in standard business font (e.g. Times Roman, Arial) (margins no less than .75 inches).

3. Suggested times and locations to announce the nomination to the nominee. Ceremonies occur during a two-week period after January 24 and are based on appropriate schedules.

DATES/TIMES/LOCATIONS:

4. Two letters of support written by representatives from two of the following groups: parents, student, alumnus, colleague, business or community member. The letters should be from different representatives (e.g. a parent AND a business representative, not two parents). These letters should be one typed page each.

**NOMINATIONS MUST BE RECEIVED BY 5:00 pm, FRIDAY, JANUARY 13, 2012.**

Please submit nominations to:

**Hillsboro Chamber of Commerce, Attn: Kris Carico**  
**5193 NE Elam Young Parkway, Ste. A. Hillsboro, OR 97124**  
**503.726.2145 • 503.681.0535 fax • krisc@hillchamber.org**