

Nomination Instructions

Schools and/or public citizens are invited to nominate individuals in any of the four categories: teacher, administrator, volunteer, or special education teacher. Single nominations only – teaching/volunteer team nomination will not be accepted. Incomplete, excessive, or duplicate applications will be disqualified. Previous winners are not eligible. Nominations cannot be made by immediate family or by self. All applicants must use the approved nomination form. Any modified forms will result in disqualification. **The Huntsman Awards Committee highly recommends people whose nominees do not win in a given year to re-submit.** All public schools and districts throughout Utah that are funded by state taxes are invited to participate. If you have any questions, please call The Huntsman Awards for Excellence in Education at 801-584-5799.

- **TEACHER:** This category is open to any full-time, certified Utah public school teacher (elementary, middle school, high school) whose major responsibility is the direct instruction of students and who has completed a minimum of five years teaching experience with satisfactory evaluations.

- **ADMINISTRATOR:** This category is open to the nomination of any on-site, practicing principal, or counselor of a public elementary, middle or high school, who has completed a minimum of five years of service as an administrator with satisfactory evaluations.

- **VOLUNTEER:** Any volunteer who has direct involvement with children in the classroom of a public school without pay on a regular basis for at least two full years may be nominated in this category. (Example: Retired individuals who dedicate their time, talents, and skills to further enhance students' learning experience.)

- **SPECIAL EDUCATION TEACHER:** Nominations are open to any full-time, certified, Utah public school teacher who has worked exclusively in a self-contained special education classroom in an elementary, junior high, or high school, for a minimum of five years with satisfactory evaluations.

Please complete Sections 1, 2, and 3 of the nomination form.

You must also attach **TWO** supporting pages explaining why you believe the nominee deserves this award. Please give specific examples of unique contributions the nominee has made and how he/she exemplifies excellence by having a direct impact on the lives and education of public school children. Explain the nominee's experience within the professional field and what he/she is doing to enhance student academic achievement. Please include comments from supervisors, peers, parents, and students, and provide pertinent details about the school and classroom structure, including the number of students enrolled.

These two pages should be typed (8.5" x 11", single sided, Times New Roman font size 12, 1" margins, and staple) to the nomination form.

Please do not submit any pictures or newspaper articles. Binders, covers, or folders will not be accepted.

Nominations will be accepted in our office until 5:00 p.m. on Thursday, March 1, 2018.

Eleven winners will be selected to receive this Award in recognition of outstanding contributions to our public school system and receive \$10,000 each, donated by Jon M. Huntsman and family.

Awards are given to two teachers and one administrator from elementary, middle and high schools, one volunteer, and one special education teacher.

Winners will be announced approximately sixty days later.

PLEASE TYPE

Section 1

Category of Nomination (check one): Teacher Adminstrator Volunteer Special Education Teacher

Section 2

Nominee's Name _____

Current Title/Postion & Subject Taught (if applicable) _____

Total Years of Experience _____ Years of Experience in Current Position _____

Institution _____ School District _____

Institution Address _____ City _____ State _____ Zip _____

Home Address _____ City _____ State _____ Zip _____

Home/Cell Phone _____ Work Phone _____

School Secretary _____ Secretary Work Phone _____ Email _____

Nominee's Supervisor _____ Supervisor Work/Cell Phone _____ Email _____

Section 3

In addition to the nominating person, please include **all six** endorsements representing more than one sector of education (i.e., teachers, administrators, parents, students, etc.) who have a direct knowledge of nominee's activities and achievements.* Please state if any person listed below is a relative of the nominee (no immediate family). Any incomplete information will result in disqualification.

Nominating Person

Name _____

Title/Position _____

Address _____

Phone _____

Signature _____

Your relationship to the nominee:

- Teacher/Staff/Administrator
- Parent of Student
- Current or Former Student
- Other _____

1. Endorsement

Name _____

Title/Position _____

Phone _____

Signature _____

2. Endorsement

Name _____

Title/Position _____

Phone _____

Signature _____

3. Endorsement

Name _____

Title/Position _____

Phone _____

Signature _____

4. Endorsement

Name _____

Title/Position _____

Phone _____

Signature _____

5. Endorsement

Name _____

Title/Position _____

Phone _____

Signature _____

6. Endorsement

Name _____

Title/Position _____

Phone _____

Signature _____

How did you hear about the Huntsman Awards for Excellence in Education? Newspaper Internet Past Recipient School P.T.A School District Community Council Other _____

(Please specify)

*Your signature indicates your endorsement of this nomination and your willingness to be interviewed by phone, if necessary.

Nomination Checklist

Please use this checklist to make sure your nomination is complete. INCOMPLETE, EXCESSIVE, OR DUPLICATE NOMINATIONS WILL BE DISQUALIFIED.

- 1. Have you filled in all the information in Section 1, 2 and 3 of the Nomination Form with all required signatures?
- 2. Have you given all detailed explanation in your supporting documents of why your nominee deserves this Award? (No more than two pages typed). Have you included details of specific incidents that show how your nominee has influenced the lives of public school students?
- 3. Have you stapled all supporting documents to the nomination form?

Please Note: Any extra pages in addition to the two page maximum will be discarded. Binders, covers or folders will not be accepted. Do not include pictures or newspaper articles.

- 4. Return this nomination to: *The Huntsman Awards for Excellence in Education*
500 Huntsman Way
Salt Lake City, UT 84108
jodi_russell@huntsman.com
Fax: (801) 584-5701

NOMINATIONS ARE DUE IN OUR OFFICE BY 5:00 P.M. THURSDAY, MARCH 1, 2018.

FOR YOUR CONVENIENCE YOU MAY SUBMIT THIS FORM BY

EMAIL, MAIL, FAX, OR DELIVERY IN PERSON.

PROCEDURAL INFORMATION

Any citizen of the State of Utah may make nominations for the Huntsman Awards for Excellence in Education. When nominations arrive, they will be reviewed for completeness. The Board of Judges will make their decisions as to the winners using only these nominations. In case of a tie, the Chairperson's vote will be the deciding vote. All decisions will be made without regard to race, national origin, gender or age. The decision of the Board of Judges shall be final. The Huntsman Awards for Excellence in Education reserves the right to use the information provided in these nominations in the Awards presentation and associated publicity. For further information, write or call the Huntsman Awards for Excellence in Education, 500 Huntsman Way, Salt Lake City, Utah 84108; (801)584-5799.

MATERIALS SUBMITTED WILL NOT BE RETURNED.