



## Instructions/Checklist for Principals for 2009 Annual Awards

**Principals/Supervisors:** Please use this checklist to assist you in meeting the deadlines for the Annual Awards.

**Please select one award recipient from your school for each of these awards:**

- Certificated Staff Member of the Year (any permanent employee)
- Classified Staff Member of the Year (any permanent employee)
- Community Partner/School Volunteer of the Year (an individual who is not a paid employee or an organization such as a community non-profit or parent organization that provides a volunteer, non-paid service to the school or district.)

**You may also select:**

- Team of the Year (For the purpose of this award, teams are defined as a select group of staff, not an entire staff. Examples may include a grade level team of staff, a kitchen staff team, a counseling staff team, a secretarial team, an Individualized Education Plan staff team, etc.)

**Your school's selections will automatically become nominees for one Districtwide Annual Award that will be given in each of these categories.**

### Principal's Checklist/Timeline

	Now through Feb. 2	Encourage nominations from your staff. Determine how you will choose your school awards (Site Council, PTA, Leadership Team) etc. and schedule a meeting for your school's selection group to make these decisions.
	By Feb. 2, noon	<i>Nominations are due to you by noon Feb 2. You will have a rubric to help make the selections if you choose to use it.</i> Schedule a time prior to March 27 when you will announce/surprise and honor your school's award winners.
	By Feb. 17, noon	Ensure that complete nomination packets with supporting documentation and a summary rubric for each award winner arrive at the Superintendent's Office by noon. If you are not one of the nominators for your school award winners, add your brief statement of support or recommendation to the nomination packets for your selections.
	By March 27	Announce/surprise and honor your school's award winners by this date. You may honor them however you choose (inclusion in an assembly, etc.) The district will provide certificates by the end of February and help publicize your award winners later in the spring, but you will be responsible for honoring them at your school.
	March 30 – April 2	District winners will be surprised this week. You will be notified in advance if any of your nominees have been selected for the Districtwide Annual Award.