

**Florida**

2020

2016

**School Related**

**District Nominee Instruction Page**

Congratulations on your selection as your site’s nominee for Leon County Schools’ 2020 District Florida School-Related Employee of the Year!

Please complete the information requested (total of five pages) and submit the packet to Dana Earnest, Office of Intervention, Equity and Support Services, no later than **Friday, January 10, 2020.** Please submit: **a) one (1) original copy, b) seven (7) photo copies of the completed packet and** **c) one (1) self-portrait**. Also send a completed electronic packet with photo to [lambertm@leonschools.net](mailto:lambertm@leonschools.net). Be sure to keep a copy of your packet for your records!

**Application Procedures**

* To be completed by nominee:
* Complete the **Application Form** and
* Provide a list of **continuing education or training courses**.
* Provide a list of **awards, recommendations, and recognitions**.
* Submit **two letters of recommendation**.
* Submit a current **photo**.

**Your completed packet should include the following:**

\_\_\_\_\_ Application Form/Permission Form;

\_\_\_\_\_ Employment Information;

\_\_\_\_\_ List of continuing education or training courses;

\_\_\_\_\_ List of awards, recommendations, and recognitions;

\_\_\_\_\_ Two (2) Letters of Recommendation;

\_\_\_\_\_ Photo (1) No larger than 5x7;

\_\_\_\_\_ **Send seven (7) copies of completed packet plus your original by January 10, 2020, to**:

Dr. Kathleen L. Rodgers, Assistant Superintendent

Prevention, Intervention, Equity and Support Services

2757 West Pensacola Street

Tallahassee, Florida 32304

**(All information must be typed)**



2020

2016

**LCS Florida School Related Employee**

**Application/Permission Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 City State Zip Code

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal or Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School or Work site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School or Work site address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 City State Zip Code

School or Work site phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

I hereby give my permission that any or all of the attached materials may be shared with persons interested in promoting the Florida School Related Employee of the Year Award.

**Nominee**

**Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal/Site Administrator**

**Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your completed packet should include the following:**

\_\_\_\_\_ Application Form/Permission Form;

\_\_\_\_\_ Employment Information;

\_\_\_\_\_ List of continuing education or training;

\_\_\_\_\_ List of awards recommendations, and recognitions;

\_\_\_\_\_ Two (2) Letters of Recommendation;

\_\_\_\_\_ Photo (1) No larger than 5x7;

\_\_\_\_\_ Seven (7) copies of completed packet plus your  
 original

**Submission Deadline Friday, January 10, 2020**

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Page 1



2020

**Employment Information**

**.**

**LCSD-FSREY Nomination Packet**

**Responses must be typed utilizing a font no smaller than an 11 point font.**

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Write a brief description of your current job responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Total years employed by district: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years at current work site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Go to the next page.

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**LCSD-FSREY Nomination Packet**

On separate pages, respond to the next three (3) sections. Begin each section on a new page. At the top of each page, specify the section number, section name and your name.

Responses must be typed utilizing a font no smaller than an 11 point font***.***

***(Limit your response to one double-spaced page).***

**Section 1: Continuing Education/Training Courses**

Attach a list of continuing education or training courses in which you have participated within the past five years.

**Section II: Awards, Recommendations, and Recognitions**

Attach a list of previous awards, recommendations, and/or recognitions that you have received from your school, district or community within the past five years.

Responses must be typed utilizing a font no smaller than an 11 point font. ***(Limit your response to one double-spaced page).***

**Section III: Letters of Recommendation**

**Provide two (2) letters of recommendation, one of which must be from the nominee’s principal or supervisor**. Letters of recommendation may also be submitted from teachers, parents, students, colleagues, administrators and/or civic or community leaders. **Letters of recommendation must provide specific examples of the nominees’ contributions to his/her school and district**. Each letter must be distinct and different in content.

Responses must be typed utilizing a font no smaller than an 11 point font. ***(Limit your response to one double-spaced page).***

**Section IV: Self-Portrait**

**Provide one (1) self-portrait** no larger than a 5 x 7.

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