



POTTER'S HAND AWARD

RECOGNIZING THE OUTSTANDING SERVICE OF A NON-CERTIFIED EMPLOYEE

This is the eighth Year for the Potter's Hand award. It has been established as a way to recognize non-certified staff members who play an essential role in helping to shape, mold and support the students in District 709. The Potter's Hand Award, considered a high honor in the District, recognizes a staff member whose dedication to their professional role is critical and essential in supporting the overall well being of the students in the Morton School District. This award, given annually, recognizes one non-certified staff member's exemplary dedication and performance.

A district-selected committee is responsible for gathering, organizing, and screening nominations and will select the recipient to be honored with the award. Fellow colleagues, certified staff, parents, students, or community members, may nominate non-certified staff members for this award. **The forms are available on the district website.**

All district non-certified employees including: paraprofessional, support staff, secretarial, transportation, food service, custodial, maintenance, technology, and health care staff are eligible for this award. **Nominations are due no later than 4:00 pm on Wednesday, May 17, 2023.**

The criteria for the Potter's Hand – Recognizing Outstanding Service Award are:

- The nominee shall display a dedication to the positive impact of student well being by going "above and beyond the call of duty".
- The nominee shall demonstrate high respect to all students and/or educational facilities.
- The nominee shall maintain a high degree of professionalism when engaged with students, parents, visitors, volunteers and/or district colleagues.
- The nominee shall demonstrate a passionate dedication to his/her profession.

PAST POTTERS HAND AWARD WINNERS

2016 – Clara Jo Ogden
2017 – Cody Pullium
2018 – Janet Zehr
2019 - Nancy Weigle
2020 – Rachel Herrmann
2021 - Caitlin Gschwend
2022 – Rhonda Howard



POTTER'S HAND NOMINATION FORM

RECOGNIZING OUTSTANDING SERVICE AWARD FOR NON-CERTIFIED EMPLOYEES

***ALL NOMINATIONS ARE DUE IN THE DISTRICT OFFICE BY 4:00 P.M. ON
WEDNESDAY, MAY 17, 2023.***

Criteria for the Potter's Hand Award

All non-certified staff in the Morton CUSD 709 Schools are eligible for the award.

The criteria for the Potter's Hand – Recognizing Outstanding Service Award are:

- The nominee shall display a dedication to the positive impact of student wellbeing by going "above and beyond the call of duty".
- The nominee shall demonstrate high respect to all students and/or educational facilities.
- The nominee shall maintain a high degree of professionalism when engaged with students, parents, visitors, volunteers, and/or district colleagues.
- The nominee shall demonstrate a passionate dedication to his/her profession.

ALL NOMINATIONS MUST BE TYPED AND INCLUDE THE FOLLOWING:

1. NOMINATOR'S LETTER ADDRESSING THE CRITERIA LISTED ABOVE.

This letter is a description of how the nominee meets the award criteria.

2. ENDORSEMENTS: TWO LETTERS OF ENDORSEMENT ARE REQUIRED.

These letters of endorsement can be from other employees, members of the board of education, or community members.

- ✓ Nominations are confidential; the nominee must not be informed.
- ✓ Previous nominations are retained for two years.

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RECOGNIZING OUTSTANDING SERVICE AWARD FOR NON-CERTIFIED EMPLOYEES

NOMINATIONS DUE IN THE DISTRICT OFFICE BY 4:00 P.M. ON WEDNESDAY, MAY 17, 2023

NAME OF NOMINEE:

POSITION:

SCHOOL OR DEPARTMENT:

SUBMITTED BY: (NOMINATOR)

NOMINATOR'S POSITION:

DATE:

NOMINATOR'S SIGNATURE: _____

THIS SECTION WILL BE COMPLETED BY THE DISTRICT OFFICE

YEARS OF SERVICE IN DISTRICT:

OTHER POSITIONS HELD:

EDUCATIONAL BACKGROUND: