



MASTER POTTER EXCELLENCE IN EDUCATION AWARD

Nomination Guidelines:

All nominations are due in the District Office by 5:00 p.m.
Wednesday, May 10, 2017.

Criteria for the Master Potter Excellence in Education Award

All educators, certificated staff and administrators working with students in the Morton Unit 709 School staff are eligible for the award.

1. The nominee shall display a dedication to students "above and beyond the call of duty."
 2. The nominee shall hold high standards and high expectations for all students.
 3. The nominee shall maintain a high degree of professionalism in dealing with parents, students and colleagues.
 4. The nominee shall show a dedication to his/her professional development.
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All nominations must be typed or computer-printed, copyable and must include the following sections:

I. **NOMINATOR'S LETTER** (must not exceed four double-spaced pages)

A description of how the nominee meets the award criteria.

- A. Dedication to students
- B. High standards and expectations for students
- C. Professional dealings with parents, students and colleagues
- D. Dedication to professional development
- E. Other

II. **ENDORSEMENTS**

- Three letters of endorsement are required.
- No additional letters will be accepted.
- Each letter should be a maximum of two double-spaced pages.

→ The nomination is confidential, and the nominees must not be informed.

→ Previous nominations are retained for two years.



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Title Page:

Name of Nominee _____ Home Phone _____

Home Address _____ City _____

Position _____

School/Department _____

This portion will be completed by District Office.

Educational Background:

Degree

University

Date Achieved

Professional Employment:

Position:

Dates of Employment:

Submitted by: _____

Your Position: _____

Signature (nominator) _____

Date: _____