**DANA ASHBY MEMORIAL SERVICE AWARD**

 **NOMINATION FORM**

**RECOGNIZING OUTSTANDING SERVICE FOR ANY**

 **EMPLOYEE WHO WORKS WITH STUDENTS WITH SPECIAL NEEDS**

(Not limited to licensed personnel – can be an aide, related services personnel nurse, COTA, or non-certified personnel.)

***ALL NOMINATIONS ARE DUE IN THE DISTRICT OFFICE BY 4:00 P.M. ON***

***FRIDAY, MAY 17, 2019.***

**Criteria for the Dana Ashby Memorial Service Award**

The criteria for the Dana Ashby Memorial Service Award are:

* The nominee shall exemplify service above self
* The nominee shall work on behalf of students with special needs
* The nominee shall advocate for inclusionary practices
* The nominee shall demonstrate a willingness to grow professionally to better serve students with special needs
* The nominee shall demonstrate evidence of working to establish positive, caring and supportive relationships with students and their families

**ALL NOMINATIONS MUST BE TYPED AND INCLUDE THE FOLLOWING:**

1. **Employees can be nominated by anyone inside or outside our organization**
2. **Nomination form completed**
3. **NOMINATOR’S LETTER ADDRESSING THE CRITERIA LISTED ABOVE. This letter is a description of how the nominee meets the award criteria.**
4. **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.
* Nominations are retained for two years.

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**AWARD**

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**NOMINATIONS DUE IN THE DISTRICT OFFICE BY** **4:00 P.M. ON FRIDAY, MAY 17, 2019**

(This is a fillable form - click on each line for a textbox.)

**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:**