

**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***

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

**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.

1. **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.

**POTTER’S HAND AWARD**

**RECOGNIZING OUTSTANDING SERVICE AWARD FOR**

**NON-CERTIFIED EMPLOYEES**

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

(This is a fillable form – click 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:**