



POTTER'S HAND AWARD RECOGNIZING THE OUTSTANDING SERVICE OF A NON-CERTIFIED EMPLOYEE

This is the ninth Year for the Potter's Hand award. It has been established to recognize non-certified staff members who play an essential role in shaping, supporting, and helping 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 Friday, May 8, 2026.**

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 for 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 POTTER'S HAND AWARD WINNERS

2016	Clara Jo Ogden	2026	TBA
2017	Cody Pullium		
2018	Janet Zehr		
2019	Nancy Weigle		
2020	Rachel Herrmann		
2021	Caitlin Gschwend		
2022	Kristi Ruxlow		
2023	Rod Dunhew & Dwight Schuck		
2024	Steve Castleman		
2025	Becky Bazzetta		

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 8, 2026.***

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 well-being by going “above and beyond the call of duty”.
- The nominee shall demonstrate high respect for 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.



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 8, 2026

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: