

5th Annual
Rotary Club of Atlantic, IA
Outstanding Teacher Award



2018 Instructions –
For Nomination Form

5th Annual ROTARY CLUB OF ATLANTIC, IOWA OUTSTANDING TEACHER AWARD 2018 INSTRUCTIONS – NOMINATION FORM

Please read these INSTRUCTIONS *carefully*. Failure to comply fully may result in disqualifying the nomination.

1. **Teacher Eligibility** - At the time of nomination each nominee must ...

- (a) be a full-time teacher in the public schools of Atlantic, Iowa;
- (b) be spending at least 60% of his/her employment hours in instructional activities involving Pre-Kindergarten through twelfth grade students in classroom or group settings; and
- (c) be certified by the relevant state in the subject which he/she is currently teaching.

Note 1: Former nominees may be renominated (see page 2).

Note 2: Among those not eligible are: substitute, home-bound and driver training teachers; administrative personnel and guidance counselors. If there is any doubt about a given teacher's eligibility, consult the Atlantic School Superintendent's office.

Note 3: Nominees who previously received the award are ineligible for five years thereafter.

2. **Nominators** - Nomination forms and materials must be completed by **three** individuals who are or have been related in some direct way to the public schools of the City of Atlantic. Each of these three nominators must be in at least one of the following eight (8) **categories:**

- 1. parent of a present student
- 2. present student
- 3. present teacher
- 4. present school employee
- 5. parent of a former student
- 6. former student
- 7. former teacher
- 8. former school employee

Note 1: A given Nominator may be a member of two or more categories.

Note 2: Teachers may not nominate themselves or encourage others to nominate them.

3. **Details of nominating materials:**

- (a) **General** - All nomination materials must be typed or printed on regular letter-size paper. References to the nominee must cast him/her in the third person (he/she). Materials showing indication of self-nomination may disqualify the nomination. Use of the first person in quoted passages is acceptable.

Nominations and Renominations **shall not exceed twenty (20) pages**. This includes the NOMINATION FORM which is four (4) pages. A sheet with material on the front and back counts as two pages. **Do not make notebooks, use photos or insert in plastic sheets. Staple the 20 pages. Use plain white paper and black font.**

- (b) **Nominating Form** - Pages 2 and 3 must be properly completed.
- (c) **Three Nominating Statements** (see "Note" below), each from an individual in a different one of the eight (8) nominator-categories, as follows:
 - (i) A signed one-page statement from the **Primary Nominator**, who is the individual collecting and assembling the nomination (e.g., a parent of a present student);
 - (ii) A signed one-page nominating statement from a **second individual** (an **Additional Nominator**) who is a member of one of the seven other categories (e.g., a former student); and

(iii) A signed one-page nominating statement from a third individual (also an **Additional Nominator**) who is a member of one of the six remaining categories (e.g., a present teacher).

(d) **Nomination Criteria** - One or more pages citing examples of the nominee’s actions, activities or practices in the areas described under “Nomination Criteria.” Address each of the five criteria areas specifically using the criteria numbers. Present the unique qualities of the nominee here (*see “Note” below*).

(e) **Letters of Support** (optional) from up to five (5) additional individuals may be included. The authors do not have to be members of any of the eight (8) categories. Select authors who can reflect the breadth of the teacher’s support, such as a school administrator and/or a community leader well acquainted with the teacher (*see “Note” below*).

Note: *Nominating Statements and Letters of Support are more meaningful if they focus on the one or more Nomination Criteria areas with which the respective writers are most knowledgeable.*

4. **Renominations** - Three Nominators may renominate a teacher who did not receive a cash award. To do so, the Nominators must complete an updated version of the original nomination materials or formulate an all-new nomination. The Nominating Statements and optional Letters of Support must be revised, currently dated and signed. The respective authors may be the same or partially or wholly different. Other updated written materials may be worded the same as those in the earlier nomination, or they may be partly or wholly different.

5. **Completed Nominations and Renominations** must be postmarked or received by the Rotary Teacher Award Committee on or before April 20, 2018.

NOMINATION CRITERIA

The specific criteria, grouped under five representative areas and *weighted in order of listing*, are as follows:

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|----------------------------------|--|
| 1. Students | <p>The teacher demonstrates a superior ability to impart knowledge to students and to inspire in them a desire for learning.</p> <p>The teacher deals effectively with the needs of individual students.</p> <p>The teacher reaches students in ways which increase their talents and self-esteem.</p> |
| 2. Classroom | <p>The teacher manages the classroom well with regard to punctuality, preparation, time-use, evaluation and control.</p> <p>The teacher uses creativity and resources judiciously.</p> <p>The teacher is exceptionally skillful and dedicated.</p> |
| 3. Parents/
Guardians | <p>The teacher engenders the support and respect of parents/guardians of students.</p> <p>The teacher encourages meaningful two-way communication with parents/guardians of students.</p> |
| 4. Peers | <p>The teacher respects and is respected by colleagues.</p> <p>The teacher has a good relationship with other teachers, which is augmented by positive interchange.</p> |
| 5. Community | <p>The teacher participates in civic, church and/or community activities in addition to school responsibilities.</p> <p>The teacher demonstrates application of Rotary’s five core values – diversity, fellowship, service, integrity and leadership.</p> |

5th Annual
ROTARY CLUB OF ATLANTIC, IA
OUTSTANDING TEACHER AWARD
2018 NOMINATION FORM

It is the intention of the Atlantic Rotary Club, through this award, to recognize and reward outstanding educators in our public school system who exemplify the Rotary motto of "Service Above Self" through their continuous dedication to students, parents, peers and the larger community, as well as the art and practice of education.

To this end, the club will annually recognize one teacher from the Atlantic School District with a cash award, in the amount of \$3,000. The honoree will be nominated by students, peers and others who have been impacted by the teacher's work, and selected by a panel from the field of education outside the Atlantic Community School District and business and public service representatives from within the community. The award may be used to enhance the educational resources of the teacher, further the teacher's education, or for any other purpose which the selected teacher deems appropriate. The honoree will also be recognized in front of his/her peers and asked to share their experience with fellow teachers.

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This form is to be completed according to directions given in a separate INSTRUCTIONS document. Include all requested information when the nomination is submitted. ***The completed nomination may not exceed twenty (20) pages (stapled), including the NOMINATION FORM itself which is three (3) pages.*** Failure to comply with the instructions may result in disqualification of the nomination.

Completion of this nomination signifies the agreement of all individuals concerned that the materials, information, etc., contributed by or about the teacher may be utilized in whatever way the Rotary Club, in its sole opinion, believes is best for the teacher award program.

The Primary Nominator is responsible for making sure that this NOMINATION FORM, together with all related information called for in the INSTRUCTIONS document, is delivered to the Rotary Teacher Award Committee or postmarked by April 20, 2018.

The Rotary Club expects to use reasonable care in handling the nominations received. But neither the club, the club's teacher award committee, nor the individuals involved therein will be responsible for lost, misplaced or mishandled nominations.

This program does not discriminate against any nominee on the basis of race, color, sex, age, religion, national origin, disability, creed, sexual orientation, gender identity, or any other prohibited basis under local, state or federal law.

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Please Type or Print
Deadline: Nominations must be postmarked or received by
April 20, 2018

1. The teacher being nominated.

(a) Name _____
(last) (first) (middle)

(b) School Name _____

(c) School Address _____
(number and street) (city) (state) (zip)

(d) Telephone (school) _____
(Area code and number)

(e) Classes or Subjects Taught _____

(f) Other School Responsibilities _____

(g) Is the Nominee a current full-time teacher who spends at least 60% of his/her time in group instructional activities? Yes No

2. **The Nominators:** These are three individuals each of whom is to author one of the three Nominating Statements.

(A) **THE PRIMARY NOMINATOR** who will be contacted if additional information is needed.

Name _____	_____
(Print)	(Signature)
Business	Home
Street _____	_____
City _____	_____
State & Zip _____	_____
Phone _____	_____
Primary Category (see INSTRUCTIONS, item 2)	_____
Additional Categories	_____

(B) **ADDITIONAL NOMINATOR**

Name _____	_____
(Print)	(Signature)
Business	Home
Street _____	_____
City _____	_____
State & Zip _____	_____
Phone _____	_____
Primary Category (different from "A" above) (see INSTRUCTIONS, item 2)	_____
Additional Categories	_____

(C) **ADDITIONAL NOMINATOR**

Name _____	_____
(Print)	(Signature)
Business	Home
Street _____	_____
City _____	_____
State & Zip _____	_____
Phone _____	_____
Primary Category (different from "A and B" above) (see INSTRUCTIONS, item 2)	_____
Additional Categories	_____