



## 2008 Recognizing Excellence in Education Presented by the Hillsboro Chamber of Commerce

The 2008 Crystal Apple Awards Are Sponsored By:



*Tuality Healthcare*  
Building a healthier community.



KAISER PERMANENTE®

### **Nominating An Employee**

All community patrons, students or parents and other district employees are invited to nominate any district employee for this award. It can be awarded to individuals who work full or part time. The only restriction is that the nominee must be *currently* employed by the Hillsboro School District or by a private local school and have worked for the district or that school for at least three years prior to the 2006-07 school year. Please see the nomination instructions for more details.

### **Nomination Process**

Nominations must be received by 5:00 p.m. on Friday, January 18, 2008. All nominees will be recognized at their schools.



Greater Hillsboro Area  
Chamber of Commerce

### **Nomination Categories**

#### **Licensed Staff**

This category includes regular or special education teachers, including Talented and Gifted, Alternative Education, Special Needs, etc., or a non-classroom teacher, such as curriculum development, counselors and nurses.

#### **Administrator**

This category may include a school administrator, such as principal, assistant principal or district-wide administrator.

#### **Support Staff**

This category includes office managers and other clerical support, instructional assistants, bus drivers, food services workers, custodians, and other employees in a non-teaching capacity.

***The Crystal Apple Banquet will  
be held on:***

***Thursday, February 21, 2008***

# **Crystal Apple Awards**

## **Tips for Writing a Crystal Apple Nomination**



### **1. Follow the Instructions**

Fill out the form completely and include only those materials outlined in the materials. Use concrete examples to support your statements (instead of “She really involves the community;” say, “She developed and implemented a classroom project that fostered interaction between the school, several local businesses and the parents of her students as the students studied the diversity of businesses located in Hillsboro.”)

### **2. Get a second opinion**

There may be things you don’t know; for example, how many years the person has been in their current position, or at their home address. It helps to have a group of people working on the nomination that can brainstorm with you about examples of his/her excellence. You’ll need two additional people to write the required letters of recommendation. You can call someone on the Crystal Apple Planning Committee for help. (Nicole Kaufman, Bonnie Kiester, Trudy Brennan, Julie Wilson, Dana Schmidling)

### **3. Diversify**

It’s good to hear from several different perspectives. Letters from a business partner and a parent give the selection committee more information about the nominee’s dealings outside the school building. If these folks aren’t able to write a letter of recommendation (limited to one typewritten page), include some of their thoughts in your narrative (limited to two

pages). Consider other individuals your nominee has impacted.

### **4. Put your best foot forward**

Have another person proof-read your nomination. Since the selection committee usually does not know the nominee, the quality of the nomination packet is important. Give your nominee every advantage by making sure people’s names and other words are spelled correctly, that grammar and punctuation are correct, and that you have followed instructions.

### **5. Help your outstanding nominee stand out**

The selection committee will review hundreds of pages before coming together to select the recipients. The easiest way to make your nomination stand out is to provide specific examples of your nominee’s outstanding abilities within the context of the provided guidelines.

### **PLEASE DON’T**

- Skip something in the nomination process
- Exceed the two page limit for narrative
- Submit more than two letters of recommendation or letters longer than one typewritten page
- Submit newspaper articles, photographs, children’s artwork (unless it is acting as a letter of recommendation) or samples of the person’s work (brochures, handouts, etc.) All nominations are copied several times, and the above-mentioned items will not make it into the selection committee’s packet.
- Use a font size smaller than an 11 point or margins smaller than 0.75 inches.
- Use a “form” nomination (i.e., a letter or narrative used for several people in which the only thing changed is the person’s name).



# Crystal Apple Award Nomination Form

(Please Print Clearly)

AWARD CATEGORY (SPECIFY ONE: LICENSED STAFF, ADMINISTRATOR OR SUPPORT STAFF) <input type="checkbox"/>		
LICENSED STAFF	ADMINISTRATOR	SUPPORT STAFF
NAME OF CANDIDATE	EMAIL	
HOME ADDRESS CITY	ZIP	
JOB TITLE DEPARTMENT/SCHOOL OF NOMINEE & PHONE		
HAS THE NOMINEE WORKED FOR THE DISTRICT or SCHOOL FOR MORE THAN 3 YEARS?		
YES		NO
NAME/TITLE OF NOMINEE'S IMMEDIATE SUPERVISOR		
NOMINATION SUBMITTED BY		
ADDRESS		
CITY STATE	ZIP PHONE	
RELATIONSHIP TO NOMINEE	EMAIL	

## NOMINATION INSTRUCTIONS

### PLEASE NOTE:

It is the responsibility of the nominator to see that the nomination form is submitted completely and accurately

### **A COMPLETE NOMINATION PACKET WILL INCLUDE THE FOLLOWING:**

- 1 This form, with the above information completed.
- 2 From nominator, a separate letter of nomination with detailed examples such as how the nominee:
  - A. *Promotes and models life-long learning as the key to students' future success*
  - B. *Develops and promotes strategies that actively engage students for higher academic achievement*
  - C. *Builds positive, trusting and respectful relationships with diverse students, families, fellow staff members and the community.*
  - D. *Promotes involvement and partnership between school, home and business.*  
This narrative should be typed no more than two pages and in no less than 11 pt. type, in standard business font (e.g. Times Roman, Arial) (margins no less than .75 inches)
  - E.. Suggested times and locations for announcement to candidate of their nomination and certificate ceremony.
3. Two letters of support written by representatives from two of the following groups: Parents, student, alumnus, colleague, business or community member. The letters should be from different representatives (e.g. a parent AND a business representative, not two parents). These letters should be one typewritten page each.

NOMINATIONS MUST BE RECEIVED BY 5:00 pm, FRIDAY, JANUARY 18, 2008

Please submit nominations to:

**Julie Wilson**

**Hillsboro Chamber of Commerce**

**5193 NE Elam Young Parkway, Ste. A. Hillsboro, OR 97124**

**503.726.2140 [juliew@hillchamber.org](mailto:juliew@hillchamber.org)**

Questions may be directed to Julie Wilson at the above number or to Dana Schmidling at 503.726.2145