***Nomination Forms***

**INDIANA SMALL & RURAL SCHOOLS ASSOCIATION, INC.**

**2020-2021**

**Indiana Small and Rural School Maintenance Person of the Year**

**NOMINATION DEADLINE –**

**Received by Friday, March 20, 2020**

**$750 Award Sponsored by**

**Horace Mann Insurance**

**indianasmallandrural.org**

**2020 – 202****1 Indiana Small and Rural School Maintenance Person of the Year Nomination**

**Cover Sheet**

Name of Nominee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_Zip \_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Telephone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_ Number of students in Nominee’s School District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years in present position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By completing this form, I give my permission that any or all of the attached materials (other than home address, and telephone) may be shared with all persons involved in the selection and promotion of the Indiana Small and Rural School Maintenance Person of the Year. If selected as the Indiana Small and Rural Schools Maintenance Person of the Year, I agree to make every reasonable effort to fulfill all responsibilities as required.\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Applicant/ Nominee Date

* Attendance expected at ISRSA Spring Conference
* $750 Award from Horace Mann
* Possible Horace Mann event (s) for recognition.

**APPLICATION / NOMINATIONS SHOULD BE SENT TO:**

The Indiana Small and Rural School Maintenance Personof the Year nomination may be submitted by mail in hard copy form or by email in a PDF or Microsoft Office Word document using the information below. Please check for confirmation of receipt, if submitted electronically.

**INDIANA SMALL AND RURAL SCHOOLS ASSOCIATION, INC.**

**Indiana Small and Rural Maintenance Person Year Program**

C/OChristopher Lagoni, Executive Director
5514 Four Mile Dr.

Kokomo, Indiana 46901

indianasmallandrural@gmail.com
765-437-2636

Qualifications:

1. The person nominated must be directly involved in supporting students or staff at a member school.
2. To be eligible for consideration as the Indiana Small and Rural School Maintenance Person of the Year, nominees must be employed in Indiana at a member school during the spring of 2020.
3. The type of position or title is not important. The nominee could be a para-professional, treasurer, executive assistant, food service, or secretary. The focus is on recognizing the special people who make each day possible behind the scenes.
4. An application form must be completed for each nominee.
5. Each section of the application packet has a maximum length requirement.
6. Letters of recommendation should be single or double spaced on letterhead or personal stationery.
7. Each application response should be double-spaced, on one side only, with one-inch margins, on 8.5 x 11 inch, white paper, and may not use a font size smaller than 12 point.
8. The applicant's name must appear on every page of the application packet and pages numbered (upper right corner preferred).
9. All materials should be stapled/secured together in the upper left corner.

**Proposed 2020-21 Indiana Small and Rural School Maintenance Personof the Year Schedule**

 **-Friday, March 20, 2020 - Application Submission Deadline -**

 **-By Friday, April 17, 2020 -Award Announcement –**

**Packet Sections for the Application/Nomination**

* **Please label each section of your Nomination Packet**
* **Please number and place the nominee’s name in the upper right-hand corner of each page of the application**
* **Please address letters to: “Indiana Small and Rural Association.”**

**Section 1.** **NOMINATOR’S LETTER OF RECOMMENDATION**

 **Please address letters to: “Indiana Small and Rural Schools Association.”**

Using specific descriptions and examples, succinctly explain what qualities the nominee possesses and what activities have been undertaken, goals accomplished, projects completed, etc. on behalf of schools and students that qualify the nominee as deserving statewide recognition m**aximum of one page**.

**Section 2. LETTERS OF RECOMMENDATION** **Please address letters to: “Indiana Small and Rural Association.”**

* THREE letters of recommendation are required in addition to the nominator’s letter of recommendation. The letters of recommendation should be selected from three of the five following categories; Administrator, Teacher, Community Member, Supervisor, Building Leader, Superintendent, student, or peer. Please address letters to “Indiana Small and Rural Association.”

**Each letter of recommendation is limited to a maximum of one page (single or double spaced is accepted).**

**Section 3. BACKGROUND**

This is where the nominee describes background, experiences, and activities related to exceptional performance in the educational system/building or district. This could include biographical information, experience, action photos, awards, honors, community recognition, etc. **The maximum length is two double-spaced pages**.

**Section 4. RESPONSE TO QUESTIONS**

The nominee or the nominating person should address the questions that are designed to focus on specific parts of the nominee’s work using specific examples and information. Please label each of the key areas and question number. The **maximum length is five double-spaced pages** for the response to all questions.

These questions are to be completed by the nominee or the person nominating the person and address key questions that will be used to evaluate the application.

**A. Impact On The District**

1. How has the applicant incorporated the concepts of higher standards in his/her Maintenance for all students or fellow staff members, used creativity and innovation, and demonstrated a clear commitment to the school or district?
2. Has the nominee innovated to create any of the following: showed consistent, cost savings for the school, creatively solved a problem, implemented energy savings, or creatively completed preventative maintenance program that has kept the district running consistently for an extended period? Other areas of exceptionality should be highlighted and are also permitted.

**Packet Sections for the Application/Nomination – page 2**

**B. COLLABORATION**

1. How has the applicant demonstrated excellence as a contributing member of the collaborative rural community?
2. How has the applicant demonstrated that he/she is a Maintenance staff member who collaborates with fellow educators, parents, families, and the community in an effort to improve the school or district?

**C. LEADERSHIP**

1. How has the applicant exemplified service or leadership skills in their role that will Maintenance and expand student achievement, push traditional limits, and establish attainable goals for the students or the goals of the school district?
2. How has the applicant’s leadership in the educational community impacted the school district and the community?

Examples could be creating links between the school and community and service to the community.

 **D. SUMMARY**

1. Summarize how the applicant demonstrated excellence in the fulfillment of a his/her duties, as well as examples of performance that exceed expectations.

**Employer Confirmation of Application**

**SCHOOL SUPERINTENDENT**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Telephone (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge that the nominee, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is submitting this application with my approval. If the nominee is selected as the Indiana Small and Rural School Maintenance Person of the Year for 2019 - 2020, he/she will be released from classroom or district responsibilities, as his/her availability allows during the year of that recognition, fulfilling the obligations inherent in serving as the Indiana Small and Rural School Maintenance Person of the Year.\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the District Superintendent Date

Possible, but not limited to these activities:

 \*Attendance during the 2020 ISRSA Spring Conference