

## DAWBARN EDUCATION AWARDS CHECKLIST

Completed Nominations are due by **Monday, December 16, 11:59 p.m.**

- \* The Community Foundation welcomes nominations by any person, including students, parents, supervisors, colleagues, or other citizens in the community, who are knowledgeable about the nominee's contributions to the education of public school students in Staunton, Waynesboro and/or Augusta County.
- \* Please note that self-nomination or nomination by a family member (spouse, children, parent, grandparent, sibling, aunt, and uncle) is not permitted.
- \* Individuals may be nominated and receive awards in consecutive years.

In an effort to assist with the nomination process, please use the following checklist to assemble the required information:

*I. Contact and General Information on your nominee:*

- Name
- Email address
- Phone number
- Mailing address
- Current position/title or form of student interaction
  - Short description of responsibilities in current position
  - School or organization where currently employed or volunteering
  - Number of years in this role
- Previous position/title or form of student interaction
  - Short description of responsibilities in previous position
  - School or organization where previously employed or volunteered
  - Number of years in those roles
- Total years in education (as an employee or volunteer)
- Awards, honors, or recognitions for work or volunteer service in education
- External support secured by your nominee for their work or volunteer service in education (i.e. Valley Alliance for Education Creative Classroom Grants)

*II. Selection Criteria: How has your nominee gone over and above their daily responsibilities to: (answers not required for all four questions)*

- Inspire young people to set educational goals?
- Encourage students to reach their full potential?
- Foster a lifelong appreciation for the pursuit of learning? and/or;
- Encourage young women to remain in school? (This question pertains specifically to Mr. Dawbarn's concern for teen pregnancy and its correlation to success in school)

*III. Letters of Recommendation:*

- You will be asked to provide the names and contact information for two individuals who are familiar with the nominee's work and can provide additional specific examples from different perspectives that address the selection criteria. Broad-based support for nominees is desirable. To this end, at least one letter from someone in a supervisory

position such as an administrator, department chair, grade coordinator, CEO, or board member is desirable. The selection committee also welcomes letters of recommendation composed by current or former students.

*IV. Tips and suggestions for a strong nomination:*

- The nomination and recommendation letters should directly address the stated Dawbarn Education Award criteria.
- Provide specific examples to the best of your ability, and encourage the authors of the required supporting letters to do the same.
- Broad-based support for candidates is desirable. To this end, we encourage you to include a letter of recommendation from someone in a supervisory position such as an administrator, department chair, grade coordinator, CEO, or board member. Likewise, a letter from a current or recent student allows the selection committee to hear directly from the youth who are the beneficiaries of the nominee's efforts.
- Fill out the letters of recommendation section first to give the recommenders ample time.
- The selection committee is most interested in nominees who not only perform their job responsibilities well, but also routinely go above and beyond what is expected of them.**