



FOUNDATION *for* EXCELLENCE  
**Bertis Downs District Services Award Nomination  
Eligibility Information & Sample Award Application**

***PLEASE NOTE: All nominations must be submitted via the online process: <http://athensffe.org/awards/>;  
Nominees should refer to their nomination email for the direct link to their award application.***

The ***Bertis Downs District Services Award*** is presented each year to two (2) Clarke County School District employees who serve in one of the following departments: Plant Services, Custodial Operations, School Nutrition, Transportation, or Security. The nominee should be an individual who cheerfully connects with students and staff on a daily basis and demonstrates a desire to serve well in an assigned support role. Read more about Mr. Downs and past awardees on the Foundation for Excellence website.

**Nominations:** Nominations may be made by principals/supervisors, colleagues, faculty/staff, students, parents, or community members. Nominators should work with the nominee to solicit letters of support and prepare and submit the packet by the deadline. There is no limit to the number of nominations from within the above listed departments in district services.

**Qualifications:** Eligible employees are those who:

- Are employed by the Clarke County School District as a non-certificated employee on the first day of pre-planning of the academic year of the nomination
- Serve in the plant services, custodial operations, school nutrition, transportation, or security departments of the district services umbrella
- Do not currently hold any other Foundation award; and
- Have never previously received the *Bertis Downs District Services Award*

**Term:** This award is presented to two recipients per year, at a level of \$500.

**NOMINATION PROCESS:**

The nomination process has changed. Please see below for the how the process differs from previous years.

**Primary Changes:**

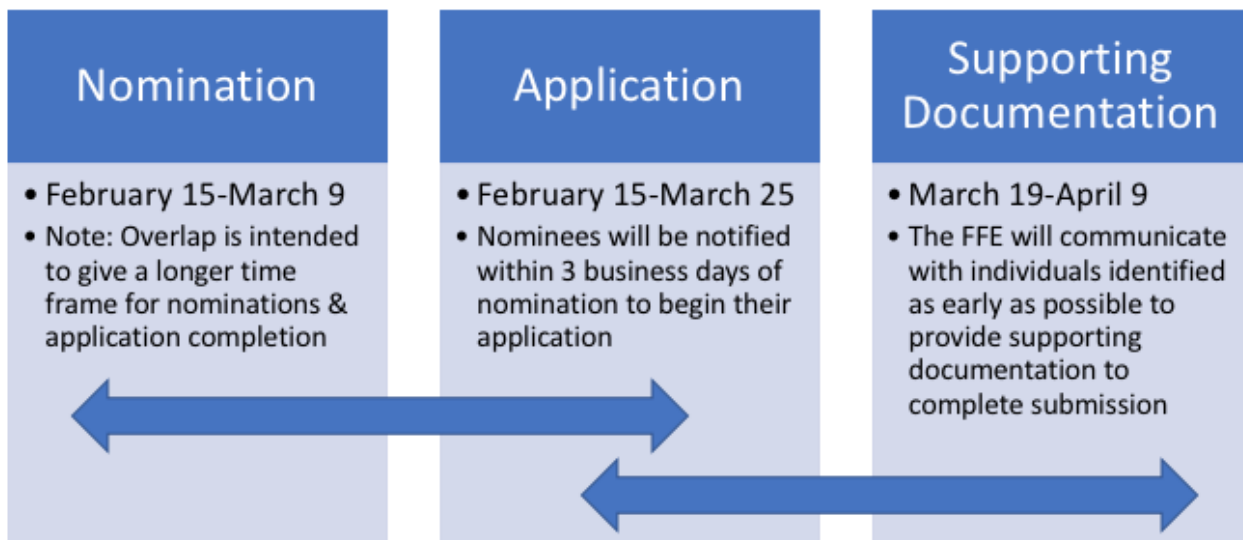
- The awards process will consist of 3 separate time frames: Nomination, Application, & Supporting Documentation
  - **Nomination (February 15-March 9):** Nominations may be made by principals/supervisors, colleagues, students, parents, or community members. Nominators should work with the nominee to solicit letters of support and prepare and submit the packet by the deadline. There is no limit to the number of nominations made by any one school
  - **Application (February 18-March 25):** Once a CCSD employee is nominated for an award, he or she will be contacted by the FFE awards committee to begin the application process (the later a nomination comes in, the less time an applicant will have to complete the process).
    - Primary information necessary to complete the application includes: education credentials, contact information for letters of support, and any essays associated with the award (please note that the Stroud, Downs, and Horvat award require no essay).
  - **Supporting Documentation (March 19-April 9):** During the application phase, the CCSD employee who has been nominated will be asked to provide the names and email addresses for the individuals the Foundation should approach for the following:
    - One (1) ***letter of support*** from a current supervisor **AND**



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- Two (2) additional **letters of support** from past or present administrators/supervisors (other than the one who completes the evaluation form), co-workers, students, parents, or community members.
- To be considered a complete award nomination, all steps (nomination, application, and supporting documentation) must be completed
- To assist with the overall submission process, the FFE will create several guiding documents; it is recommended that nominators and nominees pay special attention to these documents to ensure all requirements and eligibility standards are met.

**PROCESS OVERVIEW**



**COMPLETED APPLICATIONS ARE DUE BY MARCH 25, ALL SUPPORTING DOCUMENTS ARE DUE BY APRIL 9**

Please see below for a sample version of the online application process.

Completing the below template will assist in gathering information for the online submission process and will help you prepare answers for the questions you will be asked to answer.



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Once an individual is nominated, they will be contacted by the Foundation for Excellence to complete the application process. Nominator information will be provided to the nominee, so that the nominator can assist with the application & supporting document requirements.

The content below is offered as a template for you to gather information for the online submission process. Collecting the information below will assist you in completing your applications quickly (see below).

**Part I: Nominee Personal Information:**

- Nominee's Name:
- Nominee's Email:
- Nominee's School or Office:
- Nominee's Current Position:
- Nominator Name (refer to email from FFE):

**Part II: Nominee Professional Information:**

**A. EDUCATION**

Degree/Diploma:	Field or Major:	Year Earned:	Institution:
High School/GED			
Post high school			
Job certification			
Licensing			
Other vocational			

**B. EMPLOYMENT EXPERIENCE** (Begin with the most recent. Add additional rows as needed.)

*Within Clarke County School District:*

Dates:	School/Department:	Position:	Duties:

*Relevant Experience Other Than CCSD:*

Dates:	Employer:	City/State:	Position:	Duties:

**C. OTHER SCHOOL/COMMUNITY ACTIVITIES OR AWARDS** (Include awards or recognitions, school or district activities, community/civic organizations, etc. Add additional rows as needed.)

Dates:	Activity or Recognition:



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**Part III: Administrator/Supervisor Letter of Support (supporting documentation)**

This letter of support is to be written by a current administrator, supervisor, or job/position overseer or foreman. The letter should address the following;

*How has the nominee demonstrated excellence and humility in his/her behind the scenes assigned support role in the CCSD? What sets this nominee apart from others? Please give specific examples to support and explain.*

- Name of author of administrative letter:  
Position/Title:  
Email Address:

*Individuals identified to complete the letter of support will be contacted by the Foundation for Excellence starting the week of March 19<sup>th</sup> and will have until **April 9<sup>th</sup>** to submit a letter of support (see above timeline). To be considered a complete award nomination, all steps (nomination, application, and supporting documentation) must be completed.*

**Part IV: Two Support Letters (supporting documentation)**

Two additional letters (no more) of support are to be provided. Each letter must not exceed 600 words. These letters should come from any combination of present or past administrators/supervisors, co-workers, students, parents of students, or community members familiar with the nominee's work.

Each letter should address the following:

*How does Mr./Ms.. \_\_\_[the nominee] connect with students and staff on a daily basis and advance the overall well-being of a specific school or the district as a whole? Please give as many details as you can (while staying within the 600 word limit).*

- Name of author of first additional letter:  
Relationship to Nominee:  
Email Address:
- Name of author of second additional letter:  
Relationship to Nominee:  
Email Address:

*Individuals identified to complete letters of support will be contacted by the Foundation for Excellence starting the week of March 19<sup>th</sup> and will have until **April 9<sup>th</sup>** to submit the letters (see above timeline). Nominees are strongly encouraged to notify individuals providing letters of support as early as possible. To be considered a complete award nomination, all steps (nomination, application, and supporting documentation) must be completed*

Once a nominee provides the FFE with the personal and professional data, essay(s), and the contact information for the individual responsible for submitting their evaluation form and letters of support, the application portion of the awards process will be considered complete. Nominees will receive an email confirmation of their submission.



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FFE anticipates sending one reminder approximately 5 business days prior to the deadline for supporting documentation. Nominees are encouraged to check in with the individuals they identify for supporting documentation to ensure completion of all award components. As a reminder, to be considered a complete award nomination, all steps (nomination, application, and supporting documentation) must be completed and turned in by the appropriate deadline. Final submission of supporting documentation is due **April 9<sup>th</sup>, 2018**.

Please feel free to direct questions to:

Josh Podvin: [jhpodvin@athensffe.org](mailto:jhpodvin@athensffe.org)

CJ Amason: [director@athensffe.org](mailto:director@athensffe.org)

SAMPLE