



## 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 FFE website.

**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 calendar 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 FFE 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:**

Nominations are now completely online. Please see below 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 18-March 1):** 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 25-March 19):** 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 awards require no essay).
  - **Supporting Documentation (March 4-April 1):** 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 two (2) **letters of support** from past or present administrators/supervisors, co-workers, students, parents, or community members.
- 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.



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**Process Overview**



**COMPLETED APPLICATIONS ARE DUE BY MARCH 19th AND ALL SUPPORTING DOCUMENTS ARE DUE BY APRIL 1<sup>st</sup>.**

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.

Once an individual is nominated, they will be contacted by the FFE 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 if needed.

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. There are also 1-2 questions that you should be prepared to answer (see below).



**FOUNDATION *for* EXCELLENCE**  
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**PART I: NOMINEE PERSONAL INFORMATION:**

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

**PART II: NOMINEE PROFESSIONAL INFORMATION:**

**A. EDUCATION**

<u>Degree/Diploma:</u>	<u>Field or Major:</u>	<u>Year Earned:</u>	<u>Institution:</u>
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 the CCSD:*

<u>Dates:</u>	<u>School/Department:</u>	<u>Position:</u>	<u>Duties:</u>

*Relevant Experience Other Than CCSD:*

<u>Dates:</u>	<u>Employer:</u>	<u>City/State:</u>	<u>Position:</u>	<u>Duties:</u>

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

<u>Dates:</u>	<u>Activity or Recognition:</u>



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**PART III: TWO SUPPORT LETTERS (SUPPORTING DOCUMENTATION)**

Two 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 letter:  
Relationship to nominee:  
Email address:
- Name of author of second letter:  
Relationship to nominee:  
Email address:

*Individuals identified to complete letters of support will be contacted by the FFE beginning the week of **March 4<sup>th</sup>** and will have until **April 1<sup>st</sup>** to submit the letters (see above timeline). Nominees are strongly encouraged to notify individuals providing letters of support as early as possible.*

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

The 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 1<sup>st</sup>, 2019**

Please feel free to direct questions to:

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