



FOUNDATION *for* EXCELLENCE MICHAEL PETER HORVAT SECONDARY COACHES' AWARD 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 *Michael Peter Horvat Secondary Coaches' Award* will be presented each year to a Clarke County School District employee who serves as a coach on one or more sports teams at the middle and/or high school level. Certified, classified, and lay personnel may be nominated. The nominee should be an individual who inspires and motivates student athletes to excel and who promotes the values of teamwork and sacrifice that Michael modeled. Read more about Michael and past awardees on the FFE website.

Qualifications: Eligible employees are those who:

- Are employed by the Clarke County School District on the first day of pre-planning of the calendar year of the nomination (retiring coaches are eligible to receive the award);
- Have completed two years in a coaching capacity in the CCSD;
- Serve as a head or assistant coach for one or more sports teams at the middle and/or high school level;
- Do not currently hold any other FFE award; and
- Have not received the *Michael Peter Horvat Secondary Coaches' Award* in the previous five (5) year period.

Term: This award is presented to one (1) recipient 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. 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 1st.

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).



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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			
Undergraduate			
Master's/Doctorate			
Licensing/Certification			
Other			

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

Within the CCSD:

<u>Dates:</u>	<u>School/Team:</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 AND 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>

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 student-athletes and advance the overall well-being of a specific sports team, the athletic department, or the school as a whole? Please give as many details as you can (while staying within the 600 word limit).



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- 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 starting the week of **March 4th** and will have until **April 1st** 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 individual 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 1st, 2019**.

Please feel free to direct questions to:

Josh Podvin: jhpodvin@athensffe.org

CJ Amason: director@athensffe.org