



FOUNDATION *for* EXCELLENCE  
**Howard B. Stroud Community Service 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 **Howard B. Stroud Community Service Award** is presented each year to a Clarke County School District employee who puts the well-being of the school district and its students above the advancement of self. Read more about Mr. Stroud and past awardees on the Foundation for Excellence website.

**Nominations:** 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.

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

- Are employed by a Clarke County school as a non-certificated employee on the first day of pre-planning of the academic year of the nomination
- Do not currently hold any other Foundation award; and
- Have never previously received the *Howard B. Stroud Community Service Award*

**Term:** This award is presented to one recipient 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.

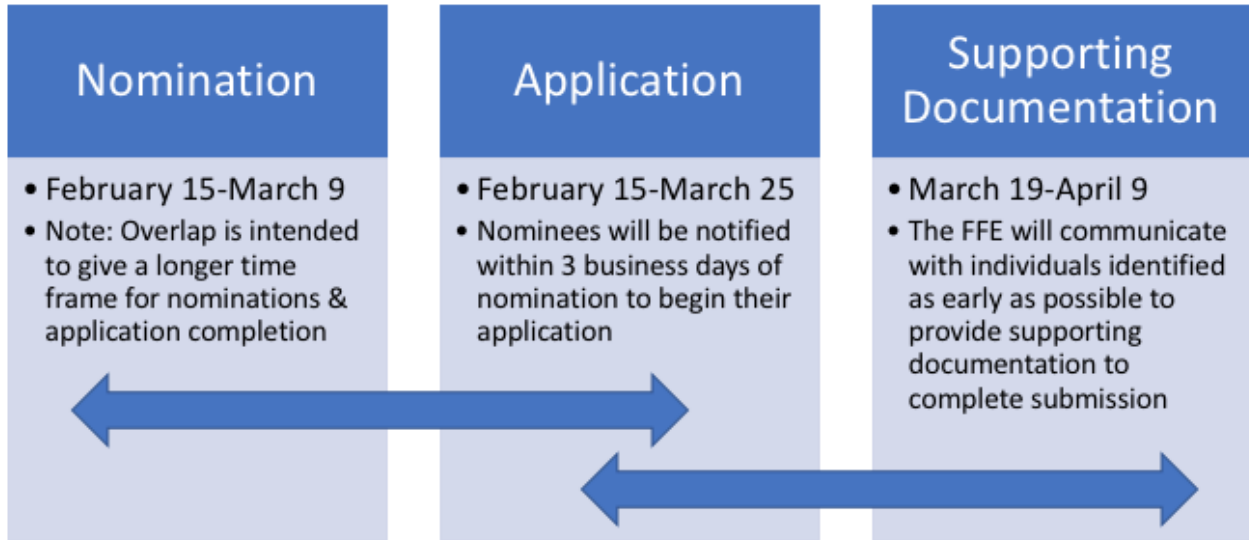
**Primary Changes:**

- 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 administrator/supervisor, **AND**
    - 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.



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**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.

SAMPLE



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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**

<u>Degrees Earned:</u>	<u>Field or Major:</u>	<u>Year Earned:</u>	<u>Institution:</u>
Undergraduate			
Master’s			
Specialist (6-year)			
Doctorate			
Other:			

List Certification Field(s), if appropriate:

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

*Within Clarke County School District:*

<u>Dates:</u>	<u>School:</u>	<u>Position:</u>	<u>Subject/Grade Level:</u>

*Relevant Experience Other Than CCSD:*

<u>Dates:</u>	<u>School District:</u>	<u>City/State:</u>	<u>Position:</u>	<u>Subject/Grade Level:</u>

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

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



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

The letter of support is to be completed by a current administrator or supervisor, such as the school principal, assistant or associate principal, high school department chair, or instructional lead teacher/coach. The letter should not exceed 600 words, and should address the following question:

*Please address how the nominee has placed the well-being of the Clarke County School District above his/her own personal advancement. How has the nominee demonstrated excellence in serving the school district and community? 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:

*Supervisors 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 complete the form (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./Dr. \_\_\_\_ [the nominee] advance the overall well-being of the school district, students, and community? Please give as many details as you can (while staying within the limit of 600 words).*

- 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