

# Anne Arundel County Public Schools

## Volunteer of the Month Nomination Form



Thank you for taking time to nominate one of your school's exemplary volunteers for special recognition by the Board of Education. AACPS is fortunate to have many outstanding volunteers. Since only one volunteer is honored during a Board of Education meeting each month of the school year, the selection is competitive. For your nominee to be considered, please be sure *she/he meets the criteria* which are listed on page 2. If your nominee is not selected next month, the nomination will remain on file for future consideration.

### I. NOMINEE:

\_\_\_\_\_  
*Volunteer's Name*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Email address*

\_\_\_\_\_  
*School*

### II. NOMINATOR:

\_\_\_\_\_  
*Printed Name and Title*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*School*

\_\_\_\_\_  
*Phone Number*

### III. ENDORSEMENTS: The principal's endorsement and those of two other AACPS employees and/or volunteers are required. See page 2 for directions for endorsement letters/statements.

\_\_\_\_\_  
*Principal's Printed Name*

\_\_\_\_\_  
*Email address*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Endorsement #2: Printed Name & Title*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Endorsement #3: Printed Name & Title*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Phone Number*

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## Nomination Criteria

Please provide explicit examples in the narrative to illustrate how your volunteer meets each of the following

- ✓ Initiates, develops, and/or implements outstanding volunteer programs in support of school goals.
- ✓ Effectively encourages, involves, and/or engages other families or community members to volunteer at the school.
- ✓ Displays a high degree of commitment and constancy to the volunteer program.
- ✓ Displays outstanding performance in volunteer tasks.
- ✓ Displays a high degree of willingness to assist other volunteers, staff members, and/or students.
- ✓ Maintains good relations with students, staff, volunteers, and the community.

## Nomination Details

1. Anyone may nominate a volunteer, other than oneself.
2. Nominees may not be administrators or classroom teachers at the school for which they volunteer. Contact the Board of Education at 410-222-5311 for Educator and Employee of the Month Awards nomination information.
3. An acknowledgement of your nomination will be sent within one week of receipt. The school principal will be notified of a winning nomination at least three weeks in advance of the award date. If your nominee is not selected next month, the nomination will remain on file for future consideration.
4. **Only fully completed nominations will be considered.** Be sure to include the required endorsement letters and a detailed narrative. Supplemental materials such as news clippings or pamphlets (up to 3 pages), may be submitted. No materials will be returned.
5. **Email the nomination packet to the Office of School and Family Partnerships: Jenn Lombardi, Senior Manager, [jlombardi@aacps.org](mailto:jlombardi@aacps.org) and Shelley Davenport, Family Involvement Specialist, [smdavenport@aacps.org](mailto:smdavenport@aacps.org)**
6. Contact Jenn or Shelley for more information.

## Endorsements

Attach 3 letters or testimonials in support of this nomination: one from the school principal and from each of the two school staff and/or volunteers, as listed on page 1. 100 to 150 words is generally adequate for each.

## Nomination Narrative

In 400 - 500 words, please use explicit details to completely describe how the nominee meets each of the nomination criteria.

(Please use next page)

