

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 *they meet 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/approval is required and endorsements of one to two other AACPS employees and/or volunteers are recommended. 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 acknowledgment of your nomination will be sent within one week of receipt. The nominator and 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: Cynthia Bischoff, Family Involvement Specialist, cbischoff@aacps.org.
6. Contact Cynthia for more information.

Endorsements

Attach 1-3 letters or testimonials in support of this nomination from the Endorsements listed on page 1. The principal may or may not choose to write a testimonial of support, but you must have their approval to submit the nomination.

Nomination Narrative

Please use explicit details to completely describe how the nominee meets each of the nomination criteria.

(Please use next page)

Nomination Narrative