

HIGHLAND PRIDE AWARD COMMITTEE GUIDELINES

PURPOSE:

The Purpose of the Highland Pride Award is to recognize an extraordinary individual whose work within and for the Highland Local School District exemplifies a true spirit of pride.

- 1) Nominations will be solicited annually. TWO awards may be given each year (one to a community member and one to a Highland employee). The number of awards will depend on the pool of nominees received. Only truly qualified nominees will be considered.
- 2) Awards are NOT required annually. If none of the candidates are qualified, then NO awards will be given that year. If only one candidate is qualified to receive the award, then only one will be presented.
- 3) Nominations must include:
 - a. Name (must be at least 18 years of age)
 - b. Address / Phone / Email
 - c. Reasons for nomination, including specific examples, dates, years of service and other information that would prove the nominee worthy of consideration for the award.
 - d. Nominations should stress the involvement in the Highland Schools community as the highest criteria for the award. Nominees must have committed extensive time and efforts to the schools and/or the Highland community.
 - e. When nominating a staff member, include information *beyond* the individual's daily job responsibility. For example: How has this staff member worked to draw our community into our schools to help foster a sense of pride?
- 4) Nominations that do not include the above listed information will not be considered.
- 5) Nominations submitted by students will not be considered.
- 6) After reading all considered nominations and engaging in discussions of the nominees, the Committee will cast ballots and the Chairperson will tally all votes. The top two will then be discussed amongst the committee and the winner(s) will be chosen. *(Please note that the BOE and Superintendent do NOT choose the winner(s); they only recognize and present the award(s).)*
- 7) Winner(s) will be notified by mail and invited to attend a Board of Education meeting (usually in May) where they will be recognized by the Superintendent and Board of Education members.

COMMITTEE:

- 1) The Director of Communications will chair the Pride Award Committee.
- 2) The following representatives should be included on the committee and serve a two-year term.
 - a. Administrator (1)
 - b. Certified Staff (2)
 - c. Non-Certified Staff (2)
 - d. Board of Education Member (1)
 - e. Music Booster Rep (1)
 - f. Athletic Booster Rep (1)
 - g. Sharon PTO (1)
 - h. Hinckley PTO (1)
 - i. Granger PTO (1)
 - j. Highland High PTO (1)
 - k. Highland Middle PTO (1)
- 3) If a committee member is a nominee, that individual will withdraw from the committee for that year.
- 4) The Committee Chairperson shall refrain from casting a ballot for any nominee. This person's role is to merely facilitate the process, inform the winner and plan the reception in which the individual(s) will be presented with the award.