

Educator of the Year Nomination Checklist

Thank you for your interest in the OnPoint Prize for Excellence in Education Educator of the Year award. This checklist will help you understand campaign resources as you prepare your nomination.

- Learn more about the campaign at www.onpointprize.com.
- Read the contest rules to determine if the educator you'd like to nominate is eligible.
- Identify your nomination method:
 - Online at www.onpointprize.com (preferred)
 - Physical submission (mailed or dropped off at any OnPoint branch)
- Review and prepare the nomination requirements (see more about each of these below):
 - General nomination information (online or paper form)
 - Letters of recommendation
 - Statement of educational philosophy
 - Portfolio/work samples
- Submit your nomination by 5:30 pm PT on Tuesday, April 14, 2020.

Nomination Requirements

- General Nomination Information** – We ask for information about the nominee and their school. You may submit this information as part of your electronic nomination at www.onpointprize.com or, print and complete the paper nomination form and include it as the first page of your physical nomination packet.

Note Once you submit the online nomination form, a confirmation message will be sent to the email address you provided in the nominator section of the form. This email will contain instructions for sending the remaining nomination materials (letters of recommendation, statement of educational philosophy, portfolio/work samples).

- Letters of Recommendation** – Three letters of recommendation are required for each nominee. Suggested sources for the letters are one from the teacher's principal, one from a peer, and one from a student or student family member. Please be sure to use the nominee's last name as part of the file name and in the header of each page. Accepted file types include: .pdf, .doc, .docx. Please note Mac files must be converted to Microsoft or Adobe file types.

- **Statement of Educational Philosophy** – A narrative statement written by the nominee outlining their educational philosophy. This may highlight the following:

1. Values, beliefs and goals as an educator
2. Teaching methods applied in the classroom
3. Methods of assessing students' learning and their teaching success
4. How they've grown as an educator and what influences them

Response should be limited to two pages typed and must include the nominee's last name as part of the file name and listed in the header of the document. Accepted file types include: .pdf, .doc, .docx. Please note Mac files must be converted to Microsoft or Adobe file types.

- **Portfolio/Work Samples** – A portfolio of the teacher's work and accomplishments should be submitted with this application. Portfolio pieces could include: student notes, interesting projects, unique assignments, or examples of classroom work. A compelling portfolio will convey how the nominee connects with students, the community and peers. Please be sure to use the nominee's last name as part of the file name and in the header of each page. Accepted file types include: .pdf, .jpg, .doc, .docx, .mp3, .wav, .flv, .mov, .avi, .wmv, .swf and .mht.

Questions?

- Review detailed campaign information online at www.onpointprize.com.
- Questions about your nomination may be emailed to onpoint.prize@onpointcu.com. Please allow up to 48 hours for a response.