



OnPoint Prize for Excellence in Education **Letter of Recommendation Notes and Request Script**

Letter of recommendation notes for nominator: To be considered complete, three letters of recommendation must accompany Educator of the Year nominations. While suggested sources for the letters are one from the **teacher's principal**, one from an **educational peer**, and one from a **student or student family member**, you are encouraged to identify sources who know the nominee well and can make a compelling case for his/her ability to inspire and connect with the school community. Specific examples are helpful.

Strong letters of recommendation will support your nomination and help the OnPoint Prize Selection Committee get to know the nominee and understand the qualities and characteristics that allow the educator to make an impact.

How to request letters of recommendation: Here are some brief tips to consider.

- Identify sources who know your nominee well and can make a persuasive case for his/her ability to inspire and connect with students and the school community.
- Give as much advanced notice as possible. Writing a compelling letter of recommendation takes thought and time.
- When you make your request, share information with the proposed letter writer about the impact the nominee has had in your life or on your school community.
- Use our **letter of recommendation request script**. The following page contains a script designed to help you request your letters. Feel free to use or edit as helpful.

How to submit letters of recommendation once written:

- The letters of recommendation should be submitted with the other nomination materials (for the complete list of nomination materials, see our nomination checklist available at www.onpointprize.com/educator-of-the-year).
- An electronic copy of the letter is ideal. Accepted file types include: .pdf, .doc, .docx only. Please note Mac files must be converted to Microsoft or Adobe file types.
- Please be sure to use the nominee's last name as part of the file name.

Dear _____,

My name is _____ and I am a parent/student/volunteer in _____ (nominee name)'s class. _____ (nominee name) has made such an impact on me/our family/our school because:

To thank and honor this tremendous gift in our lives, I/we would like to nominate him/her for the **OnPoint Prize for Excellence in Education Educator of the Year award**.

Since 2010, OnPoint Community Credit Union has recognized hundreds of deserving teachers and their schools. The award seeks to honor educators who demonstrate outstanding teaching methods and the ability to inspire creativity and enthusiasm in students, parents and their school communities. I hope you'll agree that _____ (nominee name) is that type of educator and worthy of recognition. The top award is the Educator of the Year's mortgage paid for one year plus a \$2,500 donation for his/her school.

Our nomination would greatly benefit from a strong letter of recommendation from you. Will you please consider writing a letter in support of _____ (nominee name) or recommend someone you believe is best qualified to do so?

Nomination materials are due to OnPoint by Tuesday, April 14. Therefore, I would be helpful to have your completed letter by _____ (recommend asking for this by April 1).

If you have any questions about the campaign, or would like to discuss the recommendation further, I would be happy to meet with you or speak via phone. You can also learn more about the OnPoint Prize campaign at www.onpointprize.com.

Thank you for your time and consideration. Sincerely,