



## 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](http://www.onpointprize.com).
- Read the contest rules to determine if the educator you'd like to nominate is eligible.
- Review and prepare the nomination requirements (see more about each of these below):
  - General nomination information through online form
  - Letters of recommendation
  - Statement of educational philosophy
  - Portfolio/work samples. 4 page limit.
- Submit your nomination by 5:30 pm PT on Tuesday, April 13, 2021.

## 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](http://www.onpointprize.com).  
\*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.

- **Statement of Educational Philosophy** – A narrative statement written by the nominee outlining their educational philosophy. Response should be limited to one page typed. 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 you incorporate diversity, equity and inclusion into your classroom
  5. How you have adapted your classroom/teaching approach during the COVID-19 pandemic and supported students through distance learning.
- **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, examples of involvement in community and school activities or examples of classroom work. A compelling portfolio will convey how the nominee connects with students, the community and peers. Please limit submission to 4 pages max.

## Questions?

- Review detailed campaign information online at [www.onpointprize.com](http://www.onpointprize.com).
- Questions about your nomination may be emailed to [onpoint.prize@onpointcu.com](mailto:onpoint.prize@onpointcu.com). Please allow up to 48 hours for a response.
- Accepted file types include: .pdf, .doc, .docx. Please note Mac files must be converted to Microsoft or Adobe file types.