



Nomination Guidelines

- Each nomination must include four completed parts of the application outlined in the [nomination checklist](#).
- Entries become the property of OnPoint Community Credit Union upon submission. No part of the online submission will be returned to you.
- Additional details and qualifications for participation apply. See official [contest rules](#).
- Questions about the nomination process? Click here to [contact us](#).

Nomination Components - *What must I submit to nominate an educator?*

The Educator of the Year nomination consists of four parts: General Information via online form, Letters of Recommendation, Statement of Educational Philosophy and Portfolio/Work Samples

1. General Information

We ask for information about the nominee and their school. This information is submitted via online form that can be [found here](#).

2. 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. You can find resources for requesting letter of recommendations.

Please convert your letters of recommendation to PDF files before submitting.

3. 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 own teaching success
4. How you incorporate diversity, equity and inclusion into your classroom

Please convert your philosophy statement to a PDF file before submitting.

4. 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 convert your portfolio to a PDF file before submitting.

Preparing your Nomination

Please submit your nomination following these steps:

- Complete Part 1 - General Information – submit via our [online form](#).
- Submit Parts 2-4 - instructions will be sent to you via email upon completion of the web form to the email address you list as the nominator.