



## 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](#).

As a reminder, the nominee's participation is essential to completing the nomination (in both the Educational Philosophy and the Portfolio of Work) so **these nominations are not intended to be a surprise for the educators.**

### 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 here.

*\*Note: If a principal is being nominated for the Gold Star category, we suggest requesting a letter from other school administration who can speak to the principal's work.*

Please convert your letters of recommendation to PDF or Word document 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 they incorporate diversity, equity and inclusion into their instruction

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

### 4. Portfolio/Work Samples

A portfolio of the educator's work and accomplishments should be submitted with this application. This portfolio should illustrate the educator's unique approach and techniques, and should reflect details mentioned in the Educational Philosophy and Letters of Recommendation. Portfolio pieces could include: key projects and assignments, examples of the educator's involvement in community and school activities, or other examples of work that successfully support the educator's educational goals for

their students. A compelling portfolio will convey how the nominee connects with students, the community and peers.

## **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.

**Formatting Requirements** - Please convert your portfolio to a PDF, Word or PowerPoint file before submitting. Links to any content outside of the documents submitted (i.e. social media channels, share file websites like Google Drive) will not be considered as they are inaccessible to our judges. When submitting photos, please include all of them together in a Word document or PDF. Loose photos uploaded individually will not be considered.

When preparing the different elements of the nomination, please be sure to use the nominee's last name as part of the file name. Example: Smith Letter of Recommendation.docx

If you have any questions about preparing or submitting a nomination, reach out to us at [onpoint.Prize@onpointcu.com](mailto:onpoint.Prize@onpointcu.com).