



# 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 the 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
- Submit your nomination by 11:59 pm PT on Tuesday, April 7, 2026.

## 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).

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.**

\*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 educator's principal\*, one from a peer, and one from a student or student family member.

*\*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.*

- 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 you incorporate diversity, equity and inclusion into your classroom
  
- 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.**
  
- 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, personal websites, 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.

Please save each element of the nomination with the nominee's last name as part of the file name. Example: Smith Letter of Recommendation.docx

## 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: .pdf, .ppt or .docx. Please convert all of your submission materials to one of these accepted file before uploading.