Nominees:
All employee teams are eligible for the award. Teams may include any groups of employees engaged in a common endeavor. For example, teams might include but are not limited to the front office support staff team, grade level teacher team, food services team, and/or custodial team.

All Nominee Team Members must:
- Currently work as a contracted employee in SCPS.
- Have completed three years of consecutive, successful full-time or part-time experience in SCPS.
- Plan to continue in an SCPS active position next year.
- Be aware of and in agreement with the nomination.

All Nominee teams must be employees who:
- Provide a unique and exceptional contribution to SCPS through their work.
- Demonstrate commitment.
- Demonstrate excellence and initiative in their field of work.
- Foster cooperative relationships with colleagues and the community.
- Contribute to the goals of SCPS.

Nominators:
- One individual must submit the nomination.
- Letters of support for the nominations may be submitted by any SCPS employee, student or former student, parent or citizen.
- Each school or department may nominate only one team for an award.
- Nominators should indicate if the nominees are school-based or central office-based.
- Employees may not nominate themselves.

Nomination Packet & Procedures:
BEFORE beginning to gather nomination materials, including letters of support to submit a nomination, the principal or supervisor needs to verify with the team members’ direct supervisor and (if different) the Principal, Supervisor, or Director indicated on Part C of the Team Data Sheet to affirm that they support the nomination.

The nomination packet must include the nomination form (attached) with the following attachments and in the following order:
- One statement of nomination, not to exceed two pages.
- Supporting statement or letter from direct supervisor, or their designees, not to exceed one page.
- Up to three additional letters to support the nomination, not to exceed two pages each.

Each section on the nomination form must be answered separately. The letter of nomination from the principal or central office administrator (or designee) should be no more than one page. The three other letters of support should represent the nominees’ involvement in the workplace and in professional, civic and/or other activities. No material other than that specifically requested will be considered in the selection process.
- Nomination materials should not include special binding or covers.
- Each school or department may submit only one nominee.
- Send completed nomination packets to:
  Supervisor of Human Resources
  600 N. Main Street, Suite 200
  Woodstock, VA 22664

Selection Process:
A committee of stakeholders will review the nominations and make recommendations and/or provide feedback to the Superintendent for the nominations.

Final selection of winners will be made by the selection committee based on consultation with the nominees’ supervisors.

Awards & Recognition:
The SCPS winners of the Team of the Year Award will be announced at the SCPS Staff Excellence Banquet on April 26th. (time and location TBD).

Deadline: March 17, 2017
Questions? Call 540-459-6743
The nominator should complete items 1 through 4.

1. TEAM DATA SHEET: Part A

<table>
<thead>
<tr>
<th>Team Member Name:</th>
<th>Work Location</th>
<th>Number of Years as an employee of SCPS</th>
<th>Employee’s Title or Position</th>
<th>Nominee plans to continue working with SCPS during 2017-18 (To be eligible, “Yes” must be selected)</th>
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(Use an additional sheet if necessary.)

NOMINEE DATA SHEET: Part B

Nominator’s Name ____________________________

Work Location (if nominator works for SCPS) ____________________________

Title or Position ____________________________

Daytime Phone ____________________________

Relationship to Nominee ____________________________

NOMINEE DATA SHEET: Part C

Approval is required of the Immediate Supervisor of the team and Principal, Supervisor, or Director if different:

I support this nomination ____________________________ Immediate Supervisor Signature ______________ Date ______________

I support this nomination ____________________________ Principal, Supervisor or Director Signature (if different) ______________ Date ______________
**Team of the Year Award**

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**2017 Nomination Procedures**

Use this form to nominate an employee(s) for the 2017 Shenandoah County Public Schools Team of the Year award (for the 2016-17 school year). Nominations are due March 17, 2017.

2. **NOMINATION STATEMENT:**
   Attach a statement of nomination from the nominator (*not to exceed two typed pages*). Although this description may include many or all of the key points from the supporting letters, it must be included in the nomination packet as a separate document. The statement should include a description of how the team meets each of the award criteria, explaining how the team:
   
   a.) Provides a unique and exceptional contribution to SCPS through their work.
   b.) Demonstrates commitment.
   c.) Demonstrates leadership in their field of work.
   d.) Fosters cooperative relationships with colleagues and the community.
   e.) Contributes to the goals of SCPS.

3. **SUPERVISOR’S SUPPORT:**
   Attach the immediate Supervisor’s supporting statement or letter. This must be from the team’s current supervisor, or the supervisor’s designee (*not to exceed one typed page*).

4. **LETTERS OF SUPPORT:**
   Attach up to three (3) additional letters to support the nomination (*not to exceed two typed pages*) representing the team’s involvement in the workplace, and in professional, civic and other activities. Letters may be from any SCPS employee, current or past students and parents, SCPS volunteers, and Shenandoah County residents. Letters should be as specific as possible.