



Oakland County Support Person of the Year Nomination Checklist

Please use this checklist to ensure you are submitting all required elements of the nomination packet. Completed nomination packets are due by **March 22, 2019** to **The Oakland County Support Person of the Year Award c/o Andrea Berry, Oakland Schools Education Foundation, 2111 Pontiac Lake Road, Waterford, MI 48328-2736.**

Questions? Please contact Andrea at 248.209.2434 or andrea.berry@osedfoundation.org.

_____ Nomination form (one per district)

_____ Nominee's current resumé, including

- Work history
- Professional development activities
- Schools attended with years attended
- Awards and other recognition received
- Membership in organizations

_____ An essay describing the nominee, not exceeding two pages of 12 point type (or larger) and half-inch margins. The essay should address the following:

- What does the nominee do to strengthen and improve the learning environment?
- What makes the nominee an exceptional school support person?
- Describe the nominee's work-related activities.
- Describe the nominee's broader community involvement.

_____ A maximum of three letters (not to exceed one page each) of support from teachers, students, former students, or colleagues. Letters must be signed.