



School District of Cambridge

District Office

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BOARD OF EDUCATION

Community Member of the Year Award

Initiated: June, 2008

AWARD PROCESSING GUIDE

The following processing guide is provided to help outline the annual procedure for announcing, selecting and honoring a “Community Member of the Year Award” recipient.

I. Action Plan and Time Line

1. Call for Nominations:
 - Mentioned in press release of previous year recipient
 - Forms available in district office and on district web site
 - Forms distributed to all community and school group leadership
 - Form in Cambridge News
 - Reminder of deadline on first January issue of Cambridge News
 - Mention of award deadline at January school board meeting
2. Selection Committee Determined: Jan-March Communications Committee
3. Nomination Deadline: March 1
4. Selection Committee Meeting Date set by March 15
5. Notification of nominee and nominator by April 15
6. Award ordered and presenter secured by May 15
7. Acknowledged at the May meeting of the Board of Education
8. Mention at graduation in May/June
9. Honored at a selected 2009 event of the community in keeping with the recipient’s involvements.
10. Press Release issued by July 1 (mention of next year’s nominations)
11. Plaque in school by September 1

II. Call for Nominations

(to be inserted each year at end of recipients PR and in January)

Each year the Cambridge Community and School District of Cambridge, will join together to recognize distinguished community members, past and present, who have contributed significantly to the schools and community. Nominations for this honor can be made by visiting the school web site at www.cambridge.k12.wi.us or picking up the form at the Cambridge School District Office. Nominations will remain active for three years. Award recipients will be chosen by a selection committee of community members, students, and school district representatives, and honored at an event in keeping with their involvements.

**The School District of Cambridge prepares citizens who:
*Learn from the past, Achieve in the present, and Envision the future.***

III. Selection Committee

The selection committee will be made up of no less than five individuals. These individuals must represent the following groups:

- Cambridge Student Body (*recommended current School Board Student Representative*)
- Cambridge School Board (*recommended Communication Committee Chair*)
- Cambridge Alumni (*recommended Scholarship/Award Chair*)
- Cambridge Schools Teacher
- Cambridge Community Group and/or Parent Group Leader

A packet of all nominations valid for the current year’s selection (nominations are active for three years after submission and only void if the nominee receives the award) are mailed to each selection committee member. With each nomination, also included is a judging form per nomination. At the selection committee meeting, members present compile the judging forms to determine the highest score. Based on the score, the selection committee will determine the number of awards given that year. Selection committee members need not be present to vote, judging forms can be dropped off at the School District Office prior to the meeting. However, members not present will not have a voice in the number of award recipients recognized.

IV. Judging Form

Nominee Name: _____

	Score of 1-3 1=Distinguished 2=Very Distinguished 3=Extremely Distinguished	Category Award Weight	Total
History		x 10	
Professional Affiliations		x 20	
School Community/Family Involvement & Activities		x 35	
Recognition or Awards Received		x 35	

V. Recognition

After the recipients are selected, the nominators and recipients will be notified via letter. The letter will request their presence at the chosen honoring event. The nominator will be asked to speak at this event, and the recipient will be contacted by the Superintendent to prepare a presentation. Others interested in honoring and/or speaking at the this event may be suggested.