

# 2020 Outstanding Educator Nominations Open!

## APPLICATION PROCESS:

*Applications open Wednesday, Jan. 1, 2020 and are due by 11:59 pm Monday, Feb. 3, 2020*

1. Go to [www.jordaneducationfoundation.org](http://www.jordaneducationfoundation.org)
  - Click on **PRINCIPALS NOMINATE HERE** link on front page
2. At the bottom of the page you will see (4) buttons:
  1. Past Recipients List  
**\*\*Review Past Recipients - they are not eligible\*\***
  2. Scoring Rubric  
**\*\*Review the Scoring Rubric\*\***
  3. Nomination Examples  
**\*\*Review the Application Examples\*\***
  4. Application
3. Select candidate (Approved by Principal).
4. Write application:
  - Principal's may delegate writing the nomination to a member of school staff, or a committee but the nomination must be approved by Principal.
  - A well-written application should be 3-5 pages in length, include anecdotal examples and comments from co-workers, students, parents, and/or community members as well as data appropriate to Rubric with its relevance explained. (See examples on the JEF website)
  - Please make sure nomination is no longer than 5 pages
  - Please make sure nominee has not received this award in the past. (See Past Recipients List.)
5. Review nomination using Rubric. (Application will be scored using Rubric)
6. Submit – Applications should be submitted no later than Monday, February 3<sup>rd</sup>.