

# 2019 Outstanding Educator Nominations open!

## **APPLICATION PROCESS:**

*Applications open Tuesday Jan. 1, 2019 and are due by 11:59 pm Monday, Feb. 4, 2019*

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:
  - Application
  - Past Recipients List (*Past Recipients are not eligible*)
  - Scoring Rubric
  - Nomination Examples

### **\*\*Review the Rubric & Application Examples\*\***

3. Select candidate (Approved by Principal).
4. Write application:
  - **Nomination can be written by Principal, a member of school staff, or a committee but 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**
5. Review nomination using Rubric. (Application will be scored using Rubric)
6. **Submit – Applications should be submitted no later than February 4<sup>th</sup>.**