



Staff Member of the Month Nomination Form

Staff Member Being Nominated: _____

Job Title: _____

Nominating Staff Member: _____

Please explain the reason for nominating this staff member (use the back of this form if more space is needed):

- This form must be turned in to Beth Sherman by the last day of every month that we are in session with students. This program begins in October and will run through May with the Staff Member of the Year announced in June.
- The Staff Member of the Month will be selected by the District Leadership Team based on review on the nominations. This individual will receive a \$100.00 award from the Leski/Wittman (MEEMIC) Insurance Agency. The Leadership Team consists of: Superintendent, building Principals, Finance Director, Operations Director, Technology Director, Athletic Director, and Dean of Students. (These individuals are not eligible for Staff Member of the Month/Year.)
- There will be one Staff Member of the Month announced via email notification to the district staff (beginning with October announcing September's award winner).
- The Staff Member of the Month and their family will be invited to attend the next Board of Education meeting following the announcement.
- Each Staff Member of the Month will be eligible to become Staff Member of the Year through a selection process by the Leski agency. A Staff Member of the Year will be announced and will be awarded \$500.00 from Leski/Wittman (MEEMIC) Insurance Agency at the following school board meeting.
- Past nominations will be reviewed when determining Staff Member of the Month awards.
- **No anonymous nominations will be accepted.**

Nominating Staff Member Signature

Date