Background
Prince George’s County Public Schools (PGCPS) recognizes the outstanding contributions of staff by hosting an employee recognition dinner each year. Coworkers, students, parents, and community members are encouraged to submit nominations of employees who demonstrate the highest level of excellence in their work. These nominations will be reviewed by the selection committee, and up to 10 individuals will ultimately be honored as Outstanding Support Employees on Thursday, April 30, 2020, at Martin’s Crosswinds.

Eligibility for Nominees
1. Must be a current full-time, benefits eligible PGCPS employee.
2. Must also be a SEIU Local 400, ACE-AFSCME, Local 2250, or ASASP Unit III union member.
3. Previous winners of an Outstanding Employee or Outstanding Support Employee Award are ineligible to win this award.

Award Criteria
Nominees must demonstrate outstanding service and professionalism in working with students, parents, colleagues, and/or the community; routinely exceed expectations; exemplify the values and vision of PGCPS.

Procedures for Nominators
1. Download the nomination form and complete all parts.
2. Submit along with your completed form a letter stating “Why My Nominee is Outstanding.”
3. Include at least two letters of support (it is recommended that one be from the nominee’s immediate supervisor).
4. Submit your completed nomination packet via email to supportstaffnominations@pgcps.org by March 13, 2020. Please note that late or incomplete packets will not be considered.
DIRECTIONS: Complete all parts below. Please scan a copy of the completed nomination form and all items listed in Parts 3-5. The cover page is open to your own creative design but must include a headshot photo of the nominee. Please submit the completed nomination packet by March 13, 2020, to supportstaffnominations@pgcps.org. Incomplete nomination packages will not be considered.

PART 1: NOMINEE INFORMATION
Name ______________________________________________________________________________________
Title _______________________________________________________________________________________
School/Office _________________________________________________________________________________
School/Office Address ___________________________________________________________________________
Email __________________________________________ Work Phone __________________________

PART 2: NOMINATOR’S INFORMATION
Nominated By _________________________________________________________________________________
Title _______________________________________________________________________________________
School/Office _________________________________________________________________________________
School/Office Address ___________________________________________________________________________
Email __________________________________________ Work Phone __________________________

PART 3: NOMINATION LETTER (check the box to indicate completed)
☐ Letter stating Why My Nominee is Outstanding (no more than two pages).

Below are some questions to consider when writing your nomination letter:

• How do you know the award candidate?
• How long have you known or worked with the candidate?
• What are the strengths of the candidate?
• What do you like about working with this person?
• Is there anything unique that we should know about this candidate?
• How would you describe this candidate using five words?

PART 4: LETTERS OF SUPPORT (check the box to indicate completed)
☐ At least two letters of support (it is recommended that one be from the nominee’s immediate supervisor).

PART 5: HIGH-RESOLUTION DIGITAL PHOTO (check the box to indicate completed)
☐ Headshot of the nominee for promotional purposes to be submitted on the cover of the scanned packet.

PART 6: IMMEDIATE SUPERVISOR’S APPROVAL
I support the nomination of this employee for the Outstanding Support Award.
Signed __________________________________________ Date __________________________
Title _______________________________________________________________________________________
Email __________________________________________ Work Phone __________________________