



## Howell of Fame Award Nomination

The Howell of Fame Award recognizes excellence of character, performance, and service of those who serve the Francis Howell School District as employees, volunteers, and patrons.

### Who is eligible?

Any current or former employee (e.g. support staff – paraprofessional, administrative assistants, facilities and maintenance staff, food service, nurses, and transportation; certified staff – teachers, librarians, guidance counselors, and administrators), volunteer, or resident of the Francis Howell School District is eligible to be nominated for a Howell of Fame Award.

### Who can complete a nomination?

Any current or former employee or resident of the Francis Howell School District is eligible to nominate a person from any of the categories listed above. Nominations are not admissible from current students, by groups, or for former Howell of Fame winners. Former winners of the Howell of Fame Award will not be considered.

### Submit a nomination

Nominations are made by completing the Nomination Form or by completing it online at the Francis Howell School District website. All nominations must be received by 4:00 PM on Friday, March 15, 2019.

### Announcement of nominations and selection of winners

Each year, the selection committee, which is comprised of Howell of Fame winners from the previous two years, chooses approximately ten winners. The selection committee will notify the winners prior to the recognition celebration in May. All nominees will be notified that they were considered for a Howell of Fame Award.

### Award Selection

The selection of the winner is based solely on the information received on the form, thus, care should be taken to describe the nominees' contributions to the students of Francis Howell School District that goes above and beyond their assigned work.

Information to consider when completing a nomination:

- My nominee for the Howell of Fame award goes above and beyond the expectations of their work in Francis Howell to better meet the needs of students by...
- The nomination should include the value of the nominee's service to the Francis Howell School District.
- List top accomplishments, honors, service to youth, community involvement, contributions to the Francis Howell School District.
- Personal qualifications, length of Francis Howell service and supporting comments.

### Presentation of awards

The Howell of Fame Awards will be presented at an evening hors d'oeuvre reception on Monday, May 6, 2019.

## Howell of Fame Award Nomination Form

Please complete the online form or download the PDF form and return it in a sealed envelope through the FHSD interoffice mail to Jennifer Henry or U.S. mail to: Francis Howell School District, Attn: Jennifer Henry, 4545 Central School Road, St. Charles, MO 63304. Nominations must be received by 4:00 PM on Friday, March 15, 2019.

Nominee's Name:			
Nominee's Position:			
Home Address:		Phone:	
City:		Zip Code:	
School/Location of Nominee:			

Nominator Name:	Location:	
Email:	Phone:	
<input type="checkbox"/> Current Employee	<input type="checkbox"/> Former Employee	<input type="checkbox"/> Francis Howell Resident

Please limit submissions to one page or approximately 500 words and include a brief description of your nominee's contributions to students that goes above and beyond the expectations of their work in Francis Howell School District.