**Outstanding Non-Certificated Award**

**Cover Page**

***All nominations are due by***

***3:00 p.m. on February 28, 2022, by email, to*** ***rdibenedetto@ccboe.com***

Name of Nominee: Click or tap here to enter text.

Nomination Category: Click or tap here to enter text.

Work Location: Click or tap here to enter text.

**Checklist of required nomination materials:**

[ ]  **Completed Cover Page**

[ ]  **Career list** which includes dates, location, and positions held

[ ]  **Description of contributions** in each of the nomination criteria areas

[ ]  **Brief statements of support,** which include:

 **Ten (10)** for building service, food service, instructional support and secretarial.

**Eight (8)** for maintenance, operations, information technology, and central

office support staff (including Annex I and II)

[ ]  **Maximum of fifteen (15) pages**

**Contact Person:**

|  |  |
| --- | --- |
| Name: Click or tap here to enter text. | Phone: Click or tap here to enter text. |
| Position: Click or tap here to enter text. | E-mail: Click or tap here to enter text. |

Name of each committee member:

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
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Note: All documents are due to rdibenedetto@ccboe.com by

3:00 p.m. on February 28, 2022.

Thank you for your nomination for the Outstanding Non-Certificated Staff Award. The selected honoree will be notified by the Office of Human Resources and will be recognized at the **June** **14, 2022** Board Meeting.