**Outstanding Non-Certificated Award**

**Cover Page**

***All nominations are due by***

***2:00 p.m. on February 17, 2023, by email to*** [***rdibenedetto@ccboe.com***](mailto: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:

**Minimum of five (5) or a maximum of eight (8)** for building service, food service,

instructional support and secretarial

**Minimum of five (5) or a maximum of 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. |
| Click or tap here to enter text. | Click or tap here to enter text. |

Note: All documents are due to [rdibenedetto@ccboe.com](mailto:rdibenedetto@ccboe.com) by

2:00 p.m. on February 17, 2023.

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 Board Meeting on **June** **13, 2023**.