**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***

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. |
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Note: All documents are due to 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**.