

Nominee: _____

(last)

(first)

School: _____

The Rookie Recognition Award is a special award designed to recognize those individuals who have worked in Baltimore County Public Schools for fewer than five years as of May 18, 2023.

This award will highlight “rookie” teachers who are successfully developing as professional educators and who are going the extra mile in providing quality education for students and a positive image of education and educators.

A person who has demonstrated creativity, implemented a successful project, or done admirable work may be nominated. Care should be taken to select someone who shows great promise to be an exemplary educator for years to come.



Honorees will be recognized at the 59th annual Recognition & Retirement Dinner to be held Thursday, May 18, 2023 at Martin's West.

NOMINATION PACKAGE SUBMISSION

Only original forms, letters, and signatures will be accepted. No copies, faxes, emails, etc. Signatures must be made by hand with pen—not typed.

If any of the required items (form, signatures and letters) are not received by the deadline, the nomination will be deemed “incomplete” and will not be submitted to the Selection Committee for review.

Please include all requested items in the provided envelope addressed to “*TABCO Recognition Committee*” and deliver to the TABCO office. There is a drop box outside our front door that you can use if you plan to drop off your package after hours. Office hours: Mon-Thurs 9am-5:30pm, Fri 9am-5pm.

NOTE: Interoffice mail can take up to 5 business days. Please do not use it after January 20, 2023.

Questions to Kim Melfa at kmelfa@mseanea.org.

See page 4 of this form for nomination requirements.

All nomination packages must be received by Friday, January 27, 2023.

Due to time restrictions we cannot accept any late packages.

REASON FOR NOMINATION FOR TABCO ROOKIE AWARD

Name of nominee _____

Position _____

How long in current position _____

School/office _____

On a separate sheet of paper, explain why you believe the nominee deserves recognition. Be sure to describe the project(s) or specific contributions that show this educator to be outstanding, especially school-wide contributions.

SONG

Please supply us with the name of a song and the performing artist that we can play during the awards ceremony:

Song title _____

Artist _____

PHOTO

Please include a photograph of your nominee. Ideally, the photo should be a head shot with the nominee as the only person in the photo. Please, no photo copies. It is very important that the photo be clear. This is the photograph that will be printed in the brochure that is handed out at the end of the dinner to all attendees.

Please email a jpg of the photo of the person you are nominating to Kim Melfa at: kmelfa@mseanea.org.

As an alternative, you may paperclip a photo here. Please do not use tape, glue, or staples.

Please note: Photos are not part of the selection process and are not shown to the Selection Committee.

SECONDER SIGNATURES

OFFICE
USE
ONLY

This nomination is seconded by these 5 current TABCO members:

(These names must be legible)

NAME (<u>PRINTED</u>)	SIGNATURE	SCHOOL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

1. ____
2. ____
3. ____
4. ____
5. ____

NOMINATOR CONTACT INFORMATION

Your name _____

School _____

Position _____

Email _____

Nominator Signature _____

NOMINATION REQUIREMENTS

Reason For Nomination: The Nominator must give specific information about the Nominee's achievements and contributions that led to this nomination. This should be submitted on a separate sheet of paper.

Signatures: Five (5) current TABCO members (*other than the Nominator*) must sign this nomination form to second the nomination. Make sure all names and signatures are spelled correctly and are legible. Membership is checked on every signature.

Required Letters: Three (3) current TABCO members seconding the nomination (*other than the Nominator*) must submit letters of support. These letters may be typed or handwritten but all must be signed with a pen.

Additional/Extra letters of support: Additional letters of support are optional.

The Nominator may submit a letter of support in addition to the three required; however, the Nominator's letter counts as an *extra* letter. Usually, if the Nominator sends a letter it is used as the Reason for Nomination, listed above.

The total number of letters included with this nomination form is not to exceed ten (10). In other words, you must include the 3 that are required from 3 current TABCO members. You may also include up to 7 more from anyone, regardless of membership status or bargaining unit.

***Photograph:** Include an appropriate photograph of your nominee. This photo can be either a hard copy included with this form or a jpg emailed to Kim Melfa at kmelfa@mseanea.org. It should be a simple head and shoulders shot of just the nominee.

***Artist and Song:** Submit the title and performing artist of a song that could be used during the awards ceremony for your nominee.

*The Photo and song are not needed for the Selection Committee and may be sent later. Please note that if your Nominee is chosen to receive an award these items will be needed immediately upon request.

Nominator Contact Info: Nominators, please include your email address; this is the way that all communication will be made regarding this nomination process.

INDIVIDUAL REQUIREMENTS

Nominators must be current members of TABCO.

Nominees for TABCO Rookie Awards must be current members of TABCO and must have been hired between May 18, 2018 and May 18, 2023.

Seconders must be current members of TABCO.

Membership is checked on everyone involved in the nomination process. Make sure all names are legible.

Present individual officers and TABCO Board of Directors members are ineligible to receive this award, to nominate, or to second the nomination of a potential recipient. However, they may write extra letters of support.