

NOMINATION FORM

Board Of Education's
CRYSTAL APPLE AWARD
(for exemplary job performance)

Each year the Board of Education recognizes outstanding District employees who perform their job responsibilities in an exemplary manner.

In May the Board of Education will honor: 4 Classified and 4 Certificated Employees

(The Board will also recognize a certificated manager and a classified manager who will be nominated and selected by the Superintendent and her cabinet.)

Only District employees may nominate or be nominated for these awards. The nominee must have been employed for **THREE OR MORE YEARS** with the San Bernardino City Unified School District. **PRIOR WINNERS WILL NOT BE CONSIDERED.**

To nominate an individual for the Crystal Apple Award, please complete the Nomination Form and return to **Crystal Apple, Communications Department, no later than Friday, March 16 at noon.**

SCREENING PROCESS

1. Names submitted to Superintendent and her cabinet for review.
2. A District screening committee rates each nominee based on the criteria listed on the reverse page.
3. The Communications Department tallies the scores to determine the winners.

Name of nominee: _____

Job title: _____ Department or school: _____

Years employed in the District: _____

Person submitting this nomination: _____

Nominator's Phone No.: _____ Department: _____

Board of Education's Crystal Apple Award

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In the space provided, **cite specific examples** for each response and complete all sections. Additional pages **will not be considered** in the screening process. Responses **must be** typed or legibly written/printed in **black ink only**.

DO NOT use nominee's name and site location in your response.

1. Provide examples of how this employee has performed his/her job in a manner that reflects the ideals, mission, and goals of the District.

2. Cite specific examples of how this employee has performed "over and above" services to the District.

3. Cite how this employee has put forth special effort, over and above his/her obligation to the District.