

April 14, 2017

To: All SCOE Employees

Fm: Michael Juric, Ed.D., Assistant Superintendent, Human Resources



Re: Golden Bell Award Nominations - Certificated, Classified, and Management

Each year, based on your nominations, we recognize outstanding SCOE Classified, Certificated, and Management employees through the Golden Bell Awards at our *Back to School* event.

If you would like to nominate an employee for this year's award, please complete the enclosed *Golden Bell Award Nomination* and the *Golden Bell Award Nomination Justification* forms and submit them by **Friday, May 26, 2017** to the nominated employee's department supervisor.

Please note that all employees, whether or not they have received an award in the past, are eligible for nomination. Effective with the 2013 policy update on employee recognition, each certificated, classified, and management employee chosen as a Golden Bell winner will receive a \$1,000 stipend in recognition of their exemplary service. Stipends will be paid in the calendar year that the awards are announced.

If you have any questions, please contact me at 524-2729 or [mjuric@scoe.org](mailto:mjuric@scoe.org); or Nicole Rosaschi at 524-2724 or [nrosaschi@scoe.org](mailto:nrosaschi@scoe.org).

/nmr

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**2016-17 GOLDEN BELL AWARD NOMINATION**  
For Outstanding Certificated, Management, and Classified Employee of the Year

To: Award Selection Committee

Subject: Employee Award Nominee

The following SCOE  Classified  Certificate  Management (Classified or Certificated) employee is hereby nominated for the Golden Bell Award for the 2016-17 Fiscal Year.

Name of Nominee: \_\_\_\_\_

Position Title: \_\_\_\_\_

Length of Service in Position: \_\_\_\_\_

Nominee's Supervisor: \_\_\_\_\_

**Directions:**

Please complete both a *Nomination* and a *Nomination Justification* for your nominee. Forward both forms to the nominated employee's department supervisor by **Friday, May 26, 2017** for his/her review and signature.

Areas to consider when describing the employee's contributions on the *Nomination Justification* are achievements, team work, self-improvement, service to the public, service to districts, professionalism, courtesy, motivation/encouragement of others, community activities, and cost-effective suggestions, etc.

Nominated by: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Supervisor**

Please sign and date this *Nomination* and return, along with the *Nomination Justification*, to Nicole Rosaschi in Human Resources by **Friday, June 2, 2017**.

Department Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## 2016-17 GOLDEN BELL AWARD NOMINATION JUSTIFICATION

Name of Nominee \_\_\_\_\_

Nominated by \_\_\_\_\_

1. Describe the special contributions of the nominee who is deserving of special recognition.
2. Why were these contributions of notable significance to SCOE?
3. List any enclosures (letters, news clippings, etc.) you are attaching to support this nomination.
4. Indicate any final points you wish SCOE to consider in making a decision about this nominee.