



OEF Awards: Tips for Creating a Strong Nomination Packet

Check eligibility. Has your nominee already won an OEF award? If so, she or he is ineligible for a second award, unless that person has changed positions. For example, if a support staff member won an OEF Special Recognition Award, then later was hired as a teacher, that person could be nominated for an OEF Commitment to Excellence Award. Check the OEF website (www.oefsite.org/oef-awards) to find out if your potential nominee has won in the past.

Start Early. Give yourself at least 2 weeks to gather the necessary support documents for a nomination. You'll need to write a nominating statement, plus ask people to write letters of support (and send them back to you). The complete nomination packet must be delivered by the deadline. The OEF does not accept support letters that arrive separately from the nomination packet. (There are too many of them.)

Get support letters from a variety of people. Your nomination packet will be stronger if you show support from a cross-mix of people. A solid packet for a Commitment to Excellence Award nominee (excellence in teaching) might include: a student, a parent, a colleague of the nominee, and the building principal. At the very least, 2 such letters are needed. No more than 5 are considered by the selection committee (although ALL letters are forwarded to the nominee and will most definitely be treasured by that person).

Tell your story. Our district is full of dedicated people who deserve to be recognized for the fabulous jobs they do. Make your nominee stand out by giving us some examples of why you think this person deserves an OEF award. What sets this candidate apart from the others?

Be complete. Make sure you have included all the requested information on the Nomination Form, including home addresses, email addresses, phone numbers, etc. so that we can contact both you and the nominee.

Get it in on time. Your nomination letter, along with the letters of support, must arrive in the OEF mailbox in the Business Office (3rd floor) of the OPS administration building no later than the deadline date. To be fair to everyone, the deadline is not extended.

Try again! The OEF must limit the number of award recipients each year, and the Selection Committee often has to make difficult choices about which nominees are recognized. If your nominee is not selected, consider re-submitting the packet with any updates the following year.

Questions? Let us know. Contact Martha Hentz at (517) 512-5821 or chair@oefsite.org

Good luck!

And **thank you** for helping the OEF recognize excellence in our district.