To: NRCSA Member Schools

Re: Awards

Each year NRCSA honors individuals from schools that are members of the organization. Awards include Outstanding Board Member, Superintendent or Assistant Superintendent, Principal, Secondary Teacher, Elementary Teacher, Classified Staff Member, and ESU Staff Member. NRCSA also recognizes an outstanding music teacher in memory of Gary Fisher. One of the winning teachers will be recommended for the National Rural Teacher of the Year Program sponsored by the National Rural Education Association.

**Only one candidate from each member school may be nominated for each award. No applications from any school violating this provision will be considered.**

There will only be one individual in each category recognized for their outstanding contributions to education.

The nomination forms may be accessed on the NRCSA website (www.nrcsa.net). Forms can be filled out electronically, but a hard copy must be submitted.

Respectfully Yours,



Jack Moles, Executive Director, NRCSA

**NRCSA OUTSTANDING CLASSIFIED STAFF MEMBER AWARD**

The Nebraska Rural Community Schools Association will be presenting the annual Outstanding Classified Staff Member Award to a rural Nebraska classified employee at the 2025 Spring Conference in Kearney, Nebraska, on March 20th and 21st. The purpose of this award is to recognize excellence in rural Nebraska among classified staff. The nomination form, including supporting documents, must be forwarded by an administrator or board of education member in one packet.

 Criteria for Selection:

1.  The nominee must be presently employed in a classified position in an NRCSA member school.

2.  The nominee shall have at least five years of experience in Nebraska rural community schools.

3.  The overall purpose of the award is to pay tribute to the tireless efforts of outstanding classified school employees. Classified employees are vital staff members who play essential roles in creating a school environment that promotes student achievement, safety, and health.

4.  The nominee enjoys the respect and support of students, fellow teachers, patrons, board members, and administrators.

Each nomination must be submitted on the form on the next page with all supporting evidence in one packet and returned to:

 James Widdifield, Superintendent

 Minden Public Schools

 543 West 5th Street

 Minden, NE 68959

The packet must be postmarked no later than **Friday, February 7, 2025** – NO EXCEPTIONS

**OUTSTANDING CLASSIFIED STAFF MEMBER AWARD**

**NOMINATION FORM**

|  |  |
| --- | --- |
| Name of Nominee: |  |

|  |  |
| --- | --- |
| Present Position: |  |

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| --- | --- |
| Present Address: |  |

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| --- | --- |
| Name and Title of Person Making Nomination: |  |

|  |  |
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| Telephone Number of Person Making Nomination: |  |

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| --- | --- |
| Email Address of Person Making Nomination: |  |

|  |  |
| --- | --- |
| Email Information for Local Media: |  |

Please supply contact information for local media (newspaper, radio, TV). Please include either mailing addresses or email addresses.

The individual submitting the nomination needs to respond to the following questions on school letterhead. (This information is not considered a letter of recommendation but as a requirement for nomination):

1. Has the nominee served as a classified employee in a rural public school for at least five years?

2. How has the nominee contributed to creating a school environment that promotes student achievement, safety, and health?

3. How has the nominee positively contributed to the school in any following areas, including Child Nutrition, Maintenance, Operations & Facilities, Office & Technical, Para-Educator & Instructional Assistants, and Transportation?

4. How has the nominee attained the respect and support of fellow employees, students, administrators, parents, and patrons?

Each member school district may nominate only one classified staff member each year.

A maximum of three letters of recommendation may be included to validate this nomination

The nomination packet with all forms and recommendation letters must be postmarked no later than **Friday, February 7, 2025,** and returned to:

 James Widdifield, Superintendent

 Minden Public Schools

 543 West 5th Street

 Minden, NE 68959