



## **2018-2019 Florida Department of Education Outstanding School Volunteer Awards**

### **Timeline for Selection**

- October 2018** Applications are distributed to district volunteer coordinators and superintendents.
- December 3, 2018** Applications must be submitted online by clicking [2018-2019 Outstanding School Volunteer Award](#). All documentation must be submitted electronically as part of the online application. Submissions received after **December 3, 2018**, will not be considered.
- December 2018** State selection committee reviews nominees.
- March 2019** Announcements of the Outstanding School Volunteer winners are made.

### **Eligibility Requirements**

The Florida Department of Education Outstanding School Volunteer Awards are presented annually to school volunteers who have shown outstanding dedication and commitment to quality education in Florida. Award winners are selected based on type of volunteer contribution, character of service, number of years volunteering, and breadth of service. The Florida Department of Education Outstanding School Volunteer Awards recognize one youth, one adult and one senior volunteer in each of Florida's five reporting regions.

The following requirements must be met in nominating a candidate for the 2018-2019 Florida Department of Education Outstanding School Volunteer Award:

- 1) Each district may nominate three volunteers:
  - ✓ Youth aged 20 years and younger
  - ✓ Adult aged 21 to 61 years
  - ✓ Senior aged 62 years and older
- 2) Nominations should be made without regard to race, age, sex, national origin, religion or disability.
- 3) Outstanding School Volunteer candidates will have a track record of exceptional commitment to student learning and success.
- 4) Volunteer candidates must have attended a volunteer orientation or received training.
- 5) Volunteer services will have been performed inside the school environment.

## Nomination Criteria

The Outstanding School Volunteer Awards will be evaluated based on the following criteria:

**I. Type of Volunteer Contribution**

- Services performed and activities undertaken
- Need for services or activities performed
- Specific outcomes on student achievement (direct or indirect)
- Impact on school improvement (climate, behavior, attendance, etc.)

**II. Character of Volunteer Service**

- Creative, unique or innovative characteristics of volunteer's service
- Quality of service (accomplishments, effort, obstacles overcome, etc.)

**III. Breadth of Volunteer Service**

- Number of years of volunteer service
- Average weekly hours of volunteer service
- Number of students benefiting (directly or indirectly)

## Application Scoring

- I. Type of Contribution (50 points)
- II. Character of Service (25 points)
- III. Breadth of Volunteer Service (25 points)

## Application Submission

Once state eligibility requirements have been met and district nominations have been determined in each of the three categories (youth, adult, senior), the District Volunteer Coordinator may access the Outstanding School Volunteer nomination by clicking [2018-2019 Outstanding School Volunteer Award](#).

A separate nomination form must be submitted for each award category. Superintendent's acknowledgement statement, including signature, must be submitted as a file upload for each nominee. (See sample Page 3)

Applications must be received by **Monday, December 3, 2018**, in order to be considered by the selection committee. The selection committee will consider and review only the required materials, thus additional materials should not be submitted with the application.



[OFFICIAL SCHOOL DISTRICT LETTERHEAD]

[Month XX], 2018

With great pleasure, [SCHOOL DISTRICT] nominates [NAME of NOMINEE] as our [youth, adult, or senior] volunteer candidate for the **2018-2019 Outstanding School Volunteer Award**.

Additional information or questions concerning our nomination may be directed to [NAME], Volunteer Coordinator at [PHONE] or by email at [EMAIL ADDRESS].

Sincerely,

[NAME], Superintendent  
[SCHOOL DISTRICT]