



**Florida Department of Education**  
**Outstanding School Volunteer Award**

**Timeline**

- August** Applications are distributed to district volunteer coordinators and superintendents.
- December 4** Applications must be submitted online by clicking [2019-2020 Outstanding School Volunteer Award](#). All documentation must be submitted electronically as part of the online application. Submissions received after **December 4** will not be considered.
- December** State selection committee reviews nominees.
- March** Announcements of the Outstanding School Volunteer winners are made.

**Eligibility**

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 schools. Award winners are selected based on character, breadth and type of volunteer service, and impact of volunteer contribution. 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 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

A nomination for the Outstanding School Volunteer Award should reflect volunteer's exemplary service to Florida schools and students in the following categories:

- 1) Type of volunteer contribution
- 2) Character of volunteer service
- 3) Breadth of volunteer contribution
- 4) Impact of volunteer service

### Application Scoring

The Outstanding School Volunteer Award nominations will be evaluated based on the following criteria. Each is worth a possible 10 points for a total of 40 points.

- **Type of Volunteer Contribution:** Consider the services performed and activities undertaken, and the need for services or activities performed.
- **Character of Volunteer Service:** Consider creative, unique or innovative characteristics of volunteer's service and the quality of service (e.g., accomplishments, effort, obstacles overcome, etc.).
- **Breadth of Volunteer Contribution:** Consider the number of years of service, average weekly hours of volunteer service and number of students benefiting, directly or indirectly.
- **Impact of Volunteer Service:** Consider the specific outcomes on student achievement (direct or indirect) and the impact on school improvement (e.g., climate, behavior, attendance, etc.).

### Application Submission

Once state eligibility requirements have been met and district nominations have been determined in each of the categories, the District Volunteer Coordinator may access the Outstanding School Volunteer nomination by clicking [2019-2020 Outstanding School Volunteer Award](#). A separate nomination form must be submitted for each award category.

An acknowledgement statement from the Superintendent with his/her signature must be submitted for each nominee. (See sample page 3.) Please name this file: [\[DISTRICT-Superintendent's Last Name\]](#) and upload with nominee's application.

Applications must be received by **Wednesday, December 4**, 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.

**SAMPLE SUPERINTENDENT ACKNOWLEDGEMENT STATEMENT with SIGNATURE:**

Please name this file: *[DISTRICT-Superintendent's Last Name]* and upload with application.

[OFFICIAL SCHOOL DISTRICT LETTERHEAD]

[Month XX], 2019

With pleasure, [SCHOOL DISTRICT] nominates [NOMINEE NAME] as our [volunteer, student volunteer, or senior volunteer] candidate for the **2019-2020 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]

