



DEER LAKES

SCHOOL DISTRICT

EMPLOYEE SPOTLIGHT NOMINATION FORM

GUIDELINES:

I. Purpose

The Employee Spotlight program is established for all staff of the Deer Lakes School District and is designed to recognize excellence at levels of the educational system.

II. Nomination Criteria

Staff members may be nominated for this award for their exemplary achievements or efforts in one or more of the following areas:

- Makes a difference to Deer Lakes School District and/or to members of the community.
- Consistently goes above and beyond expectations.
- Consistently excels as a team player.
- Strives to bring out the Deer Lakes School District “spirit” in others.

III. Eligibility

Any staff member that has been employed for at least six (6) months is eligible for this recognition.

IV. How to Nominate

Complete the nomination form. Nomination forms can be found at <http://www.deerlakes.net> by accessing the Staff tab. Deer Lakes School District students, employees, and visitors are encouraged to submit nominations at any time; however, completed nominations should be returned to the Office of Communication and Public Relations by the 15th day of each month. If mailing the form, please send to the following:

Office of Communication and Public Relations
Attn: James T. Cromie
17 East Union Road
Cheswick, PA 15024

Nominations and supporting materials will be reviewed and discussed internally. The honoree will be recognized at the Board of School Directors' monthly voting meeting.