



OFFICIAL
NOMINATION FORM



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Houston County Teacher Hall of Fame General Criteria

The purpose of the Houston County Teacher Hall of Fame is to honor extraordinary classroom teachers who have made a significant difference in the lives of their students. Nominees must have maintained exemplary standards of behavior and ethics, exhibited leadership, been enthusiastic about teaching and learning, demonstrated competency in their subject matter, worked well with colleagues and administrators, and consistently sought to encourage, inspire and motivate students toward greater accomplishment.

All candidates will be judged on a preponderance of the evidence as demonstrated by their qualifications and numerous letters of support from former students and colleagues. Significant, long-term contributions to student success are required. While many serve a long and distinguished career, accomplishments must be worthy of systemwide recognition. Longevity, without meaningful impact, does not constitute appropriate credentials for Hall of Fame consideration.

Specific criteria are used to select nominees:

- ◆ Twenty years of classroom experience in Houston County;
- ◆ Degrees held;
- ◆ Retired from the system for at least five years;
- ◆ Proof of quality teaching;
- ◆ Significant contributions to student success;
- ◆ Involvement outside of the classroom, such as a sponsor of extracurricular activities.

Dr. Mark Scott, Superintendent of Schools, appoints the Selection Committee, which reviews all nominations for approval. Teachers who receive the Hall of Fame award will be recognized at a ceremony and photos will be hung in the Houston County School System central office, the Eric P. Staples Building. Up to five teachers will be inducted annually. If not chosen the first year of nomination, a nominee may be considered for up to three years. The Hall of Fame Induction Ceremony is held in the spring. The date and location are announced a few months prior to the ceremony.

Houston County Teacher Hall of Fame Instructions

To nominate a teacher, please complete the Information Form (page three) and ensure that either you or the nominee assembles a packet which contains: 1. the Nominee Information Form (page three); 2. the teacher's biography, including a chronology of his/her career; and 3) any additional supporting material. Either you or the nominee should also be sure that letters of recommendation are submitted as directed below. These items must be received by **January 30** for the candidate to be considered for the next induction ceremony. A photograph, submitted either with the packet or at the time of notification, will also be required if the teacher is selected for the Hall of Fame.

Letters of recommendation must be from individuals who are informed about the nominee's school career and are to be submitted directly to the Board of Education. The nominee's biography and a chronology of teaching in Houston County will help establish years of service and the school(s) of employment. If the nominee is selected for the Hall of Fame, this biography will be used to create a summarized biography for the induction program.

Newspaper clippings, magazine articles and statistics may be included to help substantiate the accomplishments and contributions of the nominee. These materials should focus on school accomplishments and contributions and be categorized in chronological order. In cases where other support material is difficult to obtain, additional letters may be submitted in order to substantiate the individual's accomplishments or contributions. Letters of recommendation for other awards or honors should not be used as a substitute for this requirement.

In completing the nomination materials, please observe the following: 1) use 8½" x 11" paper for all copies; 2) type or print neatly all material so that it is legible; 3) put names on the back of any photos for ease of return. All information submitted is subject to be retained by the HCBOE, but most will be returned.

Letters of recommendation and the completed packet, which includes the nomination form and all supporting materials, may be submitted by mail, e-mail, fax or personal delivery. The mailing address and physical location are the same: Teacher Hall of Fame, Houston County Board of Education, 1100 Main Street, Perry, GA 31069. The e-mail address is Beth.McLaughlin@hcbe.net, and the fax number is (478) 988-6143. For more information, visit the HCBOE website at www.hcbe.net and click on "Teacher Hall of Fame," or call (478) 988-6390, extension 0.



Houston County Teacher Hall of Fame Nominee Information Form

Individual Submitting Nomination: _____

Name of Nominee: _____
(first, middle, last)

Current Address: _____
(street address)

_____ Phone #: _____
(city, state, zip)

Date of Birth: _____ Place of Birth: _____

School(s) Affiliation: _____

Years in HC Classroom: _____ Retirement Date: _____

If deceased, date of death: _____

Closest living relative's name, address and phone number:

Schools Attended

	Name of School	City, State	Year Graduated	Degree
High School				
College/University				
Post Graduate School				

- Letters of recommendation submitted directly to HCBOE
- Biography, to include chronology of teaching, provided
- Portrait-type photograph to be submitted once chosen