



## HOW TO WRITE A WINNING NOMINATION

**Consider the following for Question 2:** (Describe how the nominee has made a significant contribution to support student achievement and well-being at Hastings and Prince Edward District School Board. Include examples of how the nominee has demonstrated the following Growing with Character attributes.)


- Be as clear and concise as you can.
- A response of around 500 words is a good rule of thumb to go by.
- You can nominate individuals, teams or small groups of people.
- Family members may provide support letters/materials although may not be the lead nominator.



### KEY POINTS TO INCLUDE IN YOUR WRITE-UP

- Write about actual examples to describe **how the person has gone above and beyond what is expected in his/her normal duties, studies or volunteer activities to contribute to student achievement and well-being.** This is what the review committee looks for.
- Reference how the person demonstrates some of the Growing with Character attributes: caring, cooperation, honesty, humour, integrity, respect, responsibility and trustworthiness.

**Consider the following for Question 3:** (Who has benefited from the contributions and how? Describe the effect on student achievement.)

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- Try to sum it up in about 300 words.

### KEY POINTS TO INCLUDE IN YOUR WRITE-UP

- Have the person's contributions affected a single student, an entire class, a club, team or performance group? Why or how?
- Letters of support, photos, videos, presentations or podcasts, no longer than three minutes, may accompany your nomination.
- If you include a video, consider showing the nominee in the video rather than asking other people to say nice things about the person. The committee would love to see the nominee in action!

NOTE: Nominations will not be accepted from a family member(s); however, a family member(s) may contribute support materials. Nominations for Hastings and Prince Edward District School Board students and employees are subject to approval by senior administration.