

Wakulla County School Board ♦ Human Resources Department

Employee Awards Program Data Sheet

Instructions: This information will be electronically attached to the Board meeting minutes as part of a paperless agenda item and used to prepare a short press release about award recipients.

1. Award recipient completes #1-6.
2. Principal/supervisor completes #7.
3. Send completed form as an attachment to rhonda.stevens@wcsb.us , kimberly.payton@wcsb.us , daniel.lilly@wcsb.us , and lori.sandgren@wcsb.us in HR, **no later than the 5th day of the awarded month.**
4. The employee will be recognized at the monthly School Board meeting.
5. Send the name of the recipient via e-mail to kimberly.payton@wcsb.us ASAP and print the name exactly as it should appear on the plaque.

Name: _____

School Work Center: _____

Month: _____ School Board Meeting Date: _____

Award Received: ___ Teacher of the Month ___ Employee of the Month

Please print your name below **EXACTLY** as you would like it to appear on the award plaque:

1. Beginning with your present position, list positions you have held in the district your dates of employment at each position. List any other jobs you held prior to employment with the WCSB.

Position Held	Location	Dates of Employment

Return to the WCS Human Resource Department by the 5th day of the month.

“Committed to Success”

2. Tell how you came to work for the Wakulla County School System.

3. Tell us where you grew up, where you went to elementary, middle and high school. List all colleges/universities and/or technical schools you attended and degrees you earned, and where you received the degree.

Name of School	Location	Year Attended/Degree Earned

4. Tell what is most enjoyable or what you like about your job?

5. Share a job-related experience that is amusing, is an exciting event, or shows your level of dedication to the job.

6. List any school or district activities or community organization in which you are involved.

Name of committee/club	Your role/position	Years involved

Return to the WCS Human Resource Department by the 5th day of the month.

School Board Meetings Begin at 5:45pm

7. Principal/Supervisor: Please write a short statement about the employee being honored.
Name of Principal/ Supervisor _____