



MUSD Employee of the Year Nomination Certification and Consent Form

Dear Nomination Team:

For your nomination for Employee of the Year to be considered, your nomination packet must include the following: a signed Certification and Consent Form (this page), a completed Nomination Form, and all required supplemental documentation as necessary per unique nomination. Unfortunately, incomplete application packets will not be accepted as they don't meet the necessary criteria for the EOY program. Please take note that Administrator or Supervisor certification is also required for your application packet to be considered complete.

We look forward to reviewing the nomination application and supplemental documentation that you submitted for your nominee!

Administrators/Supervisors:

By signing this form, you are verifying that the nominated individual is in good standing with the Manteca Unified School District and that all the information in the attached packet is true.

_____	_____	_____
Name	Title at MUSD	Work Phone Number
_____		_____
Signature		Date

Dear Nominee:

Congratulations on your nomination for MUSD Employee of the Year! Your administrator/supervisor has nominated you based on your dedication and commitment to MUSD's vision and mission.

Should you be selected as this year's Employee of the Year, please sign below to confirm that you consent to the use of your name and likeness on Manteca Unified School District (MUSD) and San Joaquin County Office of Education (SJCOE), and the American School Counselor Association promotional media and websites as well as third party media.

_____	_____	_____
Name:	Title at MUSD	Work Phone Number
_____		_____
Signature		Date



SAN JOAQUIN COUNTY
OFFICE OF EDUCATION

San Joaquin County School Counselor of the Year

Cover Letter Form

Counselor's Name: _____

Grade Level: _____

Years of Experience: _____ (minimum of 3 years required)

School: _____

District: _____

Counselor's home address: _____

Counselor's primary and summer email address: _____

Counselor's cell phone: _____

Name of person nominating this counselor: _____

Title of person nominating this counselor: _____

Primary summer phone number and email address of person nominating this counselor: _____

This nominee for the San Joaquin County Counselor of the Year is the official nominee from our school district.

Signature of District Superintendent or Designee

Date



SAN JOAQUIN COUNTY
OFFICE OF EDUCATION

San Joaquin County School Counselor of the Year

Nomination Form

1. The nominee must be currently employed as a full-time counselor educator for at least three years. Three letters of support from current or past students/supervisees, colleagues, or mentees.
2. The activities or accomplishments referenced in the application must have taken place within the last five years.
3. The nominee may qualify for this award by demonstrating evidence of the implementation of the ASCA National Model and any of the following:
 - a. Outstanding and innovative teaching
 - b. Outstanding advisement and/or mentorship
 - c. Creating an innovative school counseling education program
 - d. Record of scholarly activities as evidenced by submissions to state or national counseling journals or presentations at conferences
 - e. Outstanding service in the community

HOW TO NOMINATE A CANDIDATE

Nomination letters for CASC Annual Awards must include:

- a) Name, address, and office telephone number of nominee
- b) Reasons you believe this person merits this recognition
- c) Give specific details for each criterion, emphasizing those factors that make your nominee truly exceptional, a maximum of 500 words
- d) Acknowledgment from the nominee granting permission to be nominated
- e) Three letters of support
- f) Resume required for all nominees

Please remember the selection committee relies on this written recommendation and **three letters of support** in order to understand the exemplary qualities of your nominee. You are encouraged to be as descriptive as possible so that the committee can get to know each candidate's unique and outstanding qualities.