



## 2000-2010 OCETF Terry Murphy Award of Excellence

*This award may be granted to one Chief Custodian annually.*

Nominee: \_\_\_\_\_

Nominator: \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_

The nominating staff shall submit a nomination signed by at least five members of the staff and prepare a one page document explaining the nomination and submit it with this nomination form.

Staff Member 1: \_\_\_\_\_ Additional Staff Members: \_\_\_\_\_

Staff Member 2: \_\_\_\_\_

Staff Member 3: \_\_\_\_\_

Staff Member 4: \_\_\_\_\_

Staff Member 5: \_\_\_\_\_

### **Terry Murphy Award of Excellence Procedure**

1. *The award shall be sponsored by Jackie Martell in memory of her son.*
2. *Nominations shall be made by school staffs. The nominating staff shall :*
  - *Submit a nomination signed by at least five members of the staff;*
  - *Prepare a one page document explaining the nomination and submit it with the nomination;*
  - *Prepare for the presentation at the school, and*
  - *Prepare an appropriate news release*
3. *The Executive shall appoint a committee of three people. The committee shall:*
  - *Solicit nominations*
  - *Receive the nominations submitted by school staffs;*
  - *Make a final decision as to the recipient, based on the nominations received, and*
  - *Notify the staff of the school, while ensuring the secrecy of the decision until the time of the presentation*

The criteria for the selection of the **Terry Murphy Award of Excellence** winner are listed below.

Terry Murphy Award of Excellence nominees are chosen using the following criteria:

- a) fostering an exemplary learning environment, or
- b) demonstrating active support for the school objectives and projects, or
- c) demonstrating a supportive working relationship with both teachers and students

**ENVELOPE TO BE MARKED CONFIDENTIAL – AWARDS COMMITTEE USE ONLY**  
**Send to OCETF Office by Friday, April 23, 2010**