



2009-2010 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