



2016-2017

Distinguished Service Awards

Frequently Asked Questions

What is the Distinguished Service Awards program?

The Education Foundation of Downers Grove District 58 annually hosts the Distinguished Service Awards program to recognize the outstanding contributions of District 58 employees. Award recipients embody District 58's mission and the Education Foundation's goals.

The Foundation invites any District 58 staff member, parent or student to nominate an exceptional District 58 employee for a Distinguished Service Award.

Who is eligible for a Distinguished Service Award?

Individuals may nominate any current District 58 employee who has been employed by District 58 for at least one full school year **and** works at least 20 hours per week. This includes teachers, principals, instructional assistants, secretaries, custodians, social workers, guidance counselors, nurses, administrators, etc.

How do I nominate an employee for an award?

Please complete the nomination form and submit it to mhewitt@dg58.org or send a hard copy to the District 58 Administrative Service Center, Attn: Megan Hewitt, 1860 63rd St., Downers Grove, IL, 60516. In the case of multiple persons nominating one employee, a primary nominator should be designated and all forms submitted together.

When are nomination forms due?

Nominations are due **Friday, March 17 by 4 p.m.** All paper copies must be delivered to the Administrative Service Center by this date. If you choose to mail your application, please send it early to ensure it arrives on time.

What are the criteria for receiving a Distinguished Service Award?

Nominees should embody District 58's mission: to challenge and engage each child by providing quality educational programs and support services in a safe, nurturing and child-centered

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environments in order to prepare all students to be lifelong learners and contributing members of a global society.

Nominees should also contribute to the Foundation's goals of enhancing academic and skill development, encouraging educational innovation and creativity, and encouraging school/community partnerships.

The nominee should be an individual who:

- ✓ Consistently performs above and beyond the scope of job duties
- ✓ Positively affects children in a significant manner
- ✓ Has a sustained dedication to the education of children
- ✓ Cares about the child as a whole person
- ✓ Has earned the respect of his/her peers and superiors
- ✓ Serves as a good role model to other district employees

How many awards will be given?

The Foundation will award the Distinguished Service Award to two District 58 employees: one classroom teacher and one non-classroom employee.

In addition, all nominees will receive an acknowledgement and certificate.

How does the Foundation select the winners?

Megan Hewitt, the communication liaison to the Foundation, will collect and annotate each nomination form. She will remove all information that may identify the District 58 employee (name, school, job title, etc). This is to ensure the award selection process is unbiased. She will then share these applications with the Education Foundation's DSA Review Committee.

The Review Committee will evaluate each application and select the two Distinguished Service Awards winners.

When will the Distinguished Service Award winners and nominees be named?

The Education Foundation will host its annual Distinguished Service Award reception on Tuesday, May 16 at Ashyana Banquets, 1620 75th St., in Downers Grove. Both nominees and their nominators will be invited to the occasion, and nominators will be asked to read an excerpt of their nomination essay.

Questions?

The Education Foundation looks forward to recognizing many outstanding District 58 employees again this year! For more information, please contact Communication Liaison to the Education Foundation Megan Hewitt at mhewitt@dg58.org or 630-719-5805.