



20th Annual Crystal Apple Awards Recognizing Excellence in Education Presented by: Washington County Chamber

Save the date to celebrate!

Thursday, May 15th, 2024

4:30pm-6:30pm

Location: Venetian Hillsboro

253 E Main St, Hillsboro, OR 97123

Nominating an Employee

All community patrons, students, parents and other school employees are invited to nominate any district employee or private school employee who excels in building future leaders of tomorrow. It can be awarded to individuals who work full or part time. The nominee must *currently* be employed by the Hillsboro School District or by a private local school and have worked for the district or that school for at least three years prior to the 2024-25 school year.

****NOTE: Only the first 50 applications will be accepted. Please see nomination instructions for more details.**

Nomination Process

Nominations packets are due by **5:00 p.m. on Friday February 28, 2025**. A selection committee will review each packet and select up to three recipients in each category to be announced at the awards event. Each nominee will receive special recognition of their nomination at their individual place of work prior to the event.

Nomination Categories

• Licensed Staff

This category includes all licensed teachers, including talented and gifted, alternative education, special needs, etc., or non-classroom licensed staff, such as a curriculum developer, counselors and nurses.

• Administrator

This category includes a school administrator, such as principal, assistant principal or district-wide administrator.

• Support Staff

This category includes office managers and other clerical support, instructional assistants, bus drivers, food services workers, custodians, and other employees in a non-teaching capacity.

NOMINATIONS MUST BE RECEIVED BY 5:00 pm, FRIDAY, FEBRUARY 2, 2024

Washington County Chamber of Commerce - [Nomination Google Form](#)

5193 NE Elam Young Parkway, Ste. A. Hillsboro, OR 97124

Contact: Tali Reed, Director of Special Events, Washington County Chamber

TaliR@WCChamber.org or 503-726-2145.

Tips for Writing a Crystal Apple Nomination

1. Follow the Instructions

Fill out the form completely and include only those materials outlined in the instructions. Use concrete examples to support your statements (instead of “She’s really involved the community;” say, “She developed and implemented a classroom project that fostered interaction between the school, several local businesses and the parents of her students as the students studied the diversity of businesses located in Hillsboro.”)

2. Get a second opinion

There may be things you don’t know; for example, how many years the person has been in their current position. It helps to have a group of people working on the nomination that can brainstorm with you about examples of his/her excellence. You’ll need two additional people to write the required letters of recommendation.

3. Diversify

It’s good to hear from several different perspectives! **One of the recommendation letters MUST come from a parent or student.** You may also include some thoughts in your own narrative from other individuals your nominee has impacted, e.g., business partners, charities, etc.

4. Put your best foot forward

Have another person proof-read your nomination. Since the selection committee usually does not know the nominee, the quality of the nomination packet is important. Give your nominee every advantage by making sure people’s names and other words are spelled correctly, that grammar and punctuation are correct, and that you have followed instructions.

5. Help your outstanding nominee stand out

The selection committee will review hundreds of pages before coming together to select the recipients. The easiest way to make your nomination stand out is to provide specific examples of your nominee’s outstanding abilities within the context of the provided guidelines.

IMPORTANT INFORMATION:

- The Nominator’s narrative is not to exceed a two-page limit.
 - Please only 11pt font and no margins smaller than 0.75 inches.
- Two letters of recommendation (one page in length) are required in addition to the nominator’s narrative.
- All nomination packets are copied several times; therefore, newspaper articles, photographs, children’s artwork (unless it is acting as a letter of recommendation) or samples of the person’s work (brochures, handouts, etc.) will not be included in the selection committee’s packet.

Need assistance or have questions? Contact Tali Reed at TaliR@WCChamber.org or 503726-2145.

Crystal Apple Award Nomination Form

NOMINATION INSTRUCTIONS

It is the responsibility of the nominator to see that the nomination packet is submitted completely and accurately.

****Note: Only the first 50 nominations will be accepted****

A COMPLETE NOMINATION PACKET MUST INCLUDE THE FOLLOWING:

1. Complete submission form via the Google Form linked here: <https://forms.gle/hXP5zjhtnHwfl397A> with the above information completed.
2. From nominator, a separate letter of nomination with detailed examples such as how the nominee:
 - A. *Promotes and models life-long learning as the key to students' future success*
 - B. *Develops and promotes strategies that actively engage students for higher academic achievement*
 - C. *Builds positive, trusting and respectful relationships with diverse students, families, fellow staff members and the community.*
 - D. *Promotes involvement and partnership between school, home and business.*This narrative should be typed, no more than two pages, in no less than 11pt., and in standard business font (e.g. Times Roman, Arial) (margins no less than .75 inches).
3. Ceremonies will occur during a (approx.) two-week period in February and are based on appropriate schedules. We will work with the school district to schedule the reveal.
4. Two letters of support written by representatives from the following groups: parent, student, alumnus, colleague, business, or community member. The letters should be from different representatives (e.g. a parent AND a business representative, not two parents). These letters should be one typed page each.

To purchase tickets, please go to <https://www.washingtoncountychamberor.com/crystalapple/> or contact Tali Reed at 503-726-2145 or TaliR@WCChamber.org.

Each nominee will receive one complimentary ticket to the V.I.P. reception.