



Please refer to attached policy 6460 "Outstanding Career Recognition"

*Sections A and B to be completed by the individual or organization proposing the recognition.
Section C to be completed by appropriate Cazenovia CSD administrator. The form should then be submitted to the appropriate building principal to initiate an administrative review of the request.
Sections D and E to be completed by the recognition committee.*

Submitted by _____ (please print name)
Address _____
Phone # _____
Signature _____ Date _____

SECTION A: (To be completed by Nominating Person/Group)

All submissions will be presented in writing on this form and will contain a brief statement to include the following:

Type of Recognition Proposed (plaque, signage, display, or memorial (physical or financial)):

Identify the location where the recognition will be placed, if applicable:

- High School Middle School Burton Street Elementary School
 District-wide Facility Other _____

Are there any other recognitions in the district named for the individual or group? If yes, please identify the location: _____

Name of Person Being Recognition _____

1. Summary of Biographical Data: _____

2. Describe the type of recognition proposed and where the proposed installment will be located:

3. A statement of rationale for the recognition explaining why the nominee should be recognized in this manner:

SECTION B: (To be completed by Nominating Person/Group)

Please provide evidence below or attached for outstanding career recognition criteria. Exceptional Performance, Impact and Results, Innovation and Creativity, Leadership and Influence, Diversity and Inclusion Advocacy, Continuous Learning and Development, Ethics and Integrity, Impact Beyond the Role, Adaptability and Resilience, and Long-Term Influence.

Permission to proceed with application must be granted by the nominee, please indicate here:

SUBMISSION TO ADMINISTRATOR

SECTION C:

Building Principal: _____ Date _____

Supervisor of Building & Grounds _____ Date _____

Superintendent of Schools: _____ Date _____

SECTION D: (To be completed by the Recognition Committee)

- The individual has been thoroughly vetted (through a review of relevant and appropriate files/news archives/other records) for the criteria listed below (see more details in policy xxx)
- The honoree is recommended for the following type of recognition:

Criteria for Outstanding Career Recognition

Exceptional Performance, Impact and Results, Innovation and Creativity, Leadership and Influence, Diversity and Inclusion Advocacy, Continuous Learning and Development, Ethics and Integrity, Impact Beyond the Role, Adaptability and Resilience, and Long-Term Influence.

<p><i>Office Use Only</i></p> <p>1. Completed application reviewed by the Recognition Committee DATE: _____</p> <p>Application presented as an information item to the Board ___Y / ___N</p> <p>2. Final Decision by Board of Education to be made at a subsequent meeting, but no later than 3 months following first presentation to the Board of Education.</p> <p>3. Application Approved by the Board of Education ___Y / ___N DATE: _____</p>

Form Reviewed: September 16, 2024
Form Adopted: September 16, 2024