

PLEASE POST



SCHOOL BELL

AWARD



SUBJECT:

NOMINEES FOR THE SCHOOL BELL AWARD

ACTION:

If you wish to propose one or more names for consideration by the Committee for the School Bell Awards, please send your nominations IMMEDIATELY!!

Please refer to the Guidelines for School Bell Awards for information on eligibility and procedures to be followed. Also, please note that the primary material the OEA Board has for deciding who should receive School Bells is the material submitted along with the letter of nomination. In the past, such supportive evidence as biographical summaries emphasizing contributions to education and letters of support from colleagues, students, parents, etc., has been received.

All nominations must be submitted by **FRIDAY, MARCH 18, 2005.**

ADDRESS YOUR LETTER TO:

**Diane Green, President
Omaha Education Association
4202 South 57th Street
Omaha, NE 68117**

(over)

GUIDELINES FOR SCHOOL BELL AWARDS

ELIGIBILITY

Individuals or groups who have made outstanding contributions to education, with the exception of active staff members of the Omaha Public Schools, may be eligible to receive the award.

NOMINATION PROCEDURE

Any member of the OEA may nominate candidates for the School Bell Award.

All nominations must be made to the President of the OEA.

The final date for the submission of nominations will be set annually by the OEA Board of Directors.

The nomination must be submitted on the official nominating form which may be obtained from the OEA Office. A maximum of ten (10) supporting letters may be submitted for examination by the screening committee.

SCREENING PROCEDURE

The Executive Committee of the OEA Board shall be responsible for screening all nominees. The Executive Committee shall recommend to the OEA Board of Directors in executive session the nominees they believe to be deserving of the award.

The OEA Board of Directors shall be the sole judge of who shall receive an award and how many awards will be given in any one year.

School Bells will be awarded to the nominee or nominees receiving a simple majority vote of those Board members present in the executive session. Immediately following this executive session, an official meeting of the OEA Board of Directors shall be held. At that meeting the vote of the Board in executive session naming the recipient or recipients of the School Bell shall be confirmed by official action of the Board. In this action, no reference shall be made to the specific recipient or recipients.

DEADLINE FOR NOMINATIONS IS FRIDAY, MARCH 18, 2005

OFFICIAL NOMINATING FORM

SCHOOL BELL AWARD

Name of the individual or group being nominated: _____

Address: _____

Position: _____

If a group is nominated, please list president, chairperson or sponsor:

Reason for nomination of this individual or group:

Nominated by: _____

Signature

School: _____

Up to ten (10) letters of support may be submitted with this nomination.