



**CORNING-PAINTED POST
AREA SCHOOL DISTRICT**

Students are the center of all we do.

MEMO

TO: Board of Education Members, PTA Presidents, Principals and Administrators

RE: Excellence in Action Award

The Board of Education needs your help promoting our **Excellence in Action** program as well as soliciting nominations for the award. This Board program recognizes individuals who have demonstrated outstanding efforts on behalf of the school district. Their actions should, typically, fall outside of their daily routines and responsibilities. Eligible nominees include students, parents, teachers, staff and community members.

Nominations will be accepted continuously throughout the academic year and Excellence in Action awards will be presented as the Committee determines. Nominations must be received from two or more individuals in order for a nominee to be considered for recognition.

Nomination forms may be found on the school district website at www.corningareaschools.com under the “Board of Education” link. You can help by reprinting this memo and the nomination form in newsletters and bulletins, as well as by publicizing the Excellence in Action program at PTA and faculty meetings.

Nominations can be made electronically by sending completed nomination forms to nominate@cppmail.com or by hard copy via the mail to: Karen Dutcher, District Clerk, 165 Charles Street, Painted Post, NY 14870.

Thank you for helping your Board of Education make the Excellence in Action program a success!



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EXCELLENCE IN ACTION Nomination Form

Two nomination forms, completed by different individuals, are required for each nomination. Please provide the following information:

NOMINEE

Name: _____

Location: _____

(building or address)

Category: _____

(student, parent, teacher, volunteer, staff)

Nomination Date: _____

NOMINATOR

Name: _____

Phone Number: _____

Category: _____

(student, parent, teacher, volunteer, staff)

Is there a special occasion (faculty or Board meeting, assembly or PTA meeting) where you would like the recognition to take place?

Below, please describe why this person demonstrates outstanding and distinctive efforts on behalf of the Corning-Painted Post School District and is deserving of special recognition.

Please attach additional sheets, if necessary.