

**NORFOLK COUNTY TEACHERS ASSOCIATION
SCHOOL COMMUNITY SERVICE AWARD FORM
(For Laypersons Only)**

***Please type or use block print to complete this form.**

1. Name and address of Recipient:

2. School System:

3. School(s):

4. Position:

5. Qualifying Reasons: How has this person demonstrated service to public education? What attributes does this person possess that you wish to commend? What work has been done above and beyond the job specifications? Use additional sheets if necessary and attach them to this sheet.

6. Write a statement of **100 words or less** summarizing your recipient's accomplishments. Please be specific. A statement will be read the night of the Awards Banquet.

This form and typed statement should be mailed to Marylou Allen, 8 Kristin Lane, Canton, MA 02021 Carol Donovan, or hand-delivered at the NCTA Board of Directors' **February** meeting.

Local Association

Signature of NCTA Board Member

Name of Person Submitting Form

Home Phone Number

**NORFOLK COUNTY TEACHERS ASSOCIATION
HONOR AWARD FORM
(For Educational Personnel)**

***Please type or use block print to complete this form.**

This Honor Award is for significant service in ALL of the following three areas:

Educational Service, Community Service, and Association Service

1. Name
2. Home Address of Recipient Required:
3. Home Phone Number:
4. School System:
5. School:
6. Educational Position:
7. Describe in detail the significant contributions of the recipient. Be specific and use a maximum of three additional pages and attach them to this form. Be sure to explain how the recipient has expended effort and time beyond the usual expectations in all of the three areas. If the recipient has initiated an activity or project, show the benefits to the profession, community and/or school.
8. In addition, summarize in **100 words or less** the accomplishments of the nominee. A statement will be read the night of the Awards Banquet.

Please mail this form and supporting materials to, Carol Donovan, 14 Fraser Road, Stoughton, Ma 02072, or hand-deliver the form at the NCTA Board of Directors' **February** meeting. From all the Honor Award recipients, one will be chosen to also receive the Laura Warcup Distinguished Educator Award.

Local Association

Signature of NCTA Board Member

Name of Person Submitting Form

Home Phone Number