



## District 200 Education Foundation ***Sue Palmore*** ***Award of Excellence***

### Nomination Guidelines

**Description:** The District 200 Education Foundation has established the ***Sue Palmore Award of Excellence*** to honor an individual for his/her commitment and contributions to excellence in education in Woodstock Community Unit School District 200.

**Criteria and Eligibility:** This award is open to any District 200 resident, any current or previous District 200 employee, or any graduate of District 200. The honoree will be selected based on contributions that have resulted in significant improvement to education in District 200. The contributions may be represented by an extraordinary short term contribution or a dedicated long term commitment to improving District 200 education. Previous nominees who did not receive the award are eligible to be re-nominated.

**Selection Process:** The recipient of the ***Sue Palmore Award of Excellence*** will be chosen by a selection committee composed of Foundation and community members. The committee will present their recommendation to the Foundation's Board of Trustees for final approval.

**Announcement of Recipient:** The name of the recipient will be announced in early December.

**Presentation of the Award:** The ***Sue Palmore Award of Excellence*** will be presented to the recipient at the D200 Education Foundation's Groundhog Day Dinner & Auction on Saturday, February 11, 2017 at the Starline Factory in Harvard Illinois. Family and friends of the recipient are encouraged to attend. Tickets will be available beginning in December.

**Nomination Process:** All nominations for the ***Sue Palmore Award of Excellence*** must follow the steps described below:

1. Nominees must meet the eligibility criteria listed above.
2. The nomination packet must include a) the Nominator's Recommendation; b) three Letters of Recommendation supporting the nomination; and c) Nomination Packet Cover Sheet.

The Nominator's Recommendation should include a description of the nominee's background, qualities, and experiences in education and provide specific examples of the activities the nominee has undertaken that qualify him/her for this recognition.

The three Letters of Recommendation should be written within 6 months of the submission date, and must contain the name and contact information for the person writing the letter. All nomination materials for a candidate should be submitted together and stapled in the upper left corner to avoid any mishandling or loss.

Nominations must be postmarked no later than October 28, 2016 and sent to:

District 200 Education Foundation  
c/o Peggy Buechler  
2926 Hidden Lake Rd.  
Woodstock IL 60098

Any questions regarding the ***Sue Palmore Award of Excellence*** should be directed to:

Erich Thurow, Chairperson [ekthurow@comcast.net](mailto:ekthurow@comcast.net)



# District 200 Education Foundation

## *Sue Palmore Award of Excellence*

### Nomination Submission Form

This form must accompany the nomination packet.  
All nomination packets are must be postmarked by **Friday, October 28, 2016**.

#### Information about the Nominee:

Name of Nominee: \_\_\_\_\_  
(First, MI, Last)

Nominee's Home Address: \_\_\_\_\_  
(Street, City, State, Zip Code):

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Information about the Person Submitting Nomination:

Name of Nominator: \_\_\_\_\_  
(First, MI, Last)

Nominator's Home Address: \_\_\_\_\_  
(Street, City, State, Zip Code):

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For more information or clarification please contact D200 Education Foundation Chairperson Erich Thurow  
ekthurow@comcast.net