**General Information:**

**What is the Lamp of Learning Award?**

 The Lamp of Learning Award is presented by the Washington Elementary School District (WESD) to staff, volunteers, community members and business partners who have made outstanding contributions to the students of the WESD. This prestigious award is the highest recognition given in the Washington District. Its objective is to recognize those who have dedicated themselves to improving the quality of education in the WESD and in the state while exemplifying the **vision, mission and values** of the WESD.

**Who is eligible to receive the Lamp of Learning Award?**

 Any employee or community member of the Washington Elementary School District may be nominated. Lamp of Learning is a one-time honor.

**Who may nominate a person for the Lamp of Learning Award?**

 Any employee or community member of the Washington Elementary School District may nominate.

**Where can nomination forms be obtained?**

 Nomination forms are available through the WESD website at [www.wesdschools.org](http://www.wesdschools.org).

**When is the nomination deadline?**

 All nominations and letters of support must be received by Pam Horton, director of Communications and Public Engagement, WESD Administrative Center, 4650 W. Sweetwater Avenue, Glendale, AZ 85304, by **4:30 p.m., Friday, January 31, 2025**

**What must the nomination include?**

A Lamp of Learning nomination must include:

* Lamp of Learning Nomination Form
* Responses to the questions regarding the nominee
* Letters of support – 3 minimum, 5 maximum. Please do not send student artwork or letters of support from students from an entire class.

**How are nominations reviewed?**

 The Lamp of Learning selection committee will review all complete nomination packets submitted by the deadline of 4:30 p.m., Friday, January 31, 2025 and will score nominations based on a scoring rubric that corresponds to the statements in the nomination packet as well as letters of support.

**When will the awards be presented?**

 The Lamp of Learning Awards will be presented at the annual Lamp of Learning Celebration to be held on Friday, May 2, 2025. All recipients will be notified in advance.

**Instructions:**

1. Lamp of Learning nominations must be typed
2. Lamp of Learning nominations must include:
	* **Lamp of Learning Nomination Form**
	* **Responses to the questions regarding the nominee**
	* **Letters** **of support** that are
		+ labeled with the name of the nominee and the category
		+ focused on specific examples

The quality of letters, not the quantity, is the primary consideration of the selection committee. Please send a minimum of 3 letters of support, no more than 5 letters of support. Please do not send student artwork or letters of support from students in an entire class.

1. Multiple nominees will not be accepted on one nomination form
2. All nominations and support materials must be received by Pam Horton, director of Communications and Public Engagement, WESD Administrative Center, 4650 W. Sweetwater Avenue, Glendale, AZ 85304, by 4:30 p.m., Friday, January 31, 2025.

***If you have questions, please contact the WESD Communications***

***and Public Engagement Department at 602-347-2694.***

***Washington Elementary School District***

***2023-2024 Lamp of Learning Award***

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# *Nomination Form*

**Name of Individual Nominee:**

**Nominee’s School/Dept.:**

**Nominee’s Title:**

**Nominee’s Home Address:**

**Nominee’s Home Phone: (** **)** **Nominee’s School/Office Phone: (****)**

**Nominee’s E-mail:**

**Category:** **[ ]  Certified Staff** **[ ]  Support Staff** **[ ]  Administrator**

**The nominee has been an employee of the WESD since** **(year).**

**Or**

**[ ]  Volunteer** **[ ]  Community Member** **[ ]  Business Partner**

**The nominee has been involved with the WESD since** **(year).**

**Nominated by (one individual):**

**Nominator’s School/Dept.:**

**Nominator’s Address:**

**Nominator’s Phone: (** **)**

**Name of Nominee’s Principal/Administrator (please print):**

**------------------------------------------------------------------------------------------------------------------------------------------------------------Date Received by Communications and Public Engagement:**

*If you are nominating a* ***certified staff member, support staff member or administrator, please complete this section.***

 **Name of nominee:**

1. Please provide **specific and detailed examples** of the ways the nominee serves as **an inspiration to others while fulfilling the District’s Vision, Mission and Values.**
2. Please provide **specific and detailed examples** of ways in which the nominee goes **above and beyond** expected job performance on behalf of students.
3. Please provide **specific and detailed examples** of ways the nominee **actively and creatively seeks to advocate for and/or improve his or her profession**.
4. Please provide **specific and detailed examples** to show that the nominee always represents the District in a positive and professional manner. Include professional organization involvement and leadership roles.

 *If you are nominating a* ***volunteer, community member or business partner, please complete this section.***

**Name of nominee:**

1. Please provide **specific and detailed examples** of the ways the nominee serves as an inspiration to others while fulfilling the **District’s Vision, Mission and Values**.
2. Please provide **specific and detailed examples** of the nominee’s **contributions** to the school and/or the WESD.
3. Please provide **specific and detailed examples** of ways the nominee **supports** **public education**.