



## Georgetown County School District School Support Staff of the Year Award

### Checklist for Submitting a Complete Nomination Packet

The completed nomination packet will include:

\_\_\_\_\_ Nomination form

\_\_\_\_\_ Nominee's brief biographical sketch, including:

1. Name, address, email address, work site;
2. Work history - up to and including employment with GCSD;
3. Continuing education activities;
4. Certificates or degrees;
5. Community activities; and
6. Awards and other recognition received through community or civic involvement.

\_\_\_\_\_ Three letters of support from teachers, community members, board of education members, colleagues, and others that describe the nominee and address the following:

1. What does the nominee do to strengthen and improve the learning environment?
2. What makes this nominee an exceptional school support person?
3. Describe the nominee's work-related activities.
4. Describe the nominee's broader community involvement.

Questions regarding the nomination process may be addressed to:

The Office of Human Resources  
Georgetown County School District  
(843) 436-7000  
*"Coastal Variations With Great Expectations"*