

## **Submit Nominations for PTO Distinguished Volunteer Service Award**

The PTO's ability to achieve its goals is dependent upon the work of a large number of volunteers. Without the help of these volunteers, we simply could not deliver as many programs or provide the current range of products and services to the students.

The PTO Distinguished Volunteer Service Award was established to create a formal process for identifying and rewarding key volunteers. This award not only honors individuals who've made significant impact to the students through volunteer efforts, but also serves to encourage others to contribute to the development and growth of the broader school community.

You are invited to nominate someone (yourself included) who you believe merits this award. Perhaps it's someone you've served with on a committee, or a person who has made extraordinary contributions of time and energy to the school. Maybe it's you!

### **Key Elements of the Award Program**

#### **Eligibility**

To be considered for the PTO Distinguished Volunteer Service Award, a candidate must meet the following eligibility requirements:

- ✓ Candidates must be a parent/guardian of a current St. Louis School student in good standing.
- ✓ Candidates must have actively served or are currently serving on a PTO committee or other appropriate volunteer position at the school in the last 12 months.

The following are NOT eligible for this award:

- ✓ Current PTO Officers
- ✓ Paid employees of St. Louis School

#### **Nomination Process**

1. Provide the Nominee's contact information (name and email)
2. Include who is making the nomination (name and email)
3. Please provide information that helps evaluate the nominee's contribution to the school (such as a brief description of volunteer service to the school)
4. Submit nominations via email to Sharon Moss at [srjones@hotmail.com](mailto:srjones@hotmail.com) with subject line: **Volunteer Award Nomination**
5. Nominations must be completed by **Friday, April 19, 2019**.

#### **\*Please note:**

- ✓ Volunteers may nominate themselves or be nominated by others.
- ✓ St. Louis school teachers and faculty may be contacted to help gather the necessary quantitative information on any candidate being nominated.

#### **Review Process for the PTO Distinguished Volunteer Service Award**

A selection committee comprised of teachers, faculty and PTO Officers will review all submissions to determine eligibility and choose the final candidate based on set criteria.

#### **Announcement of Award Recipient**

The winner will be formally recognized and honored during the general PTO meeting on May 9, 2019.