



Ref. No.

**SINGAPORE HOKKIEN HUAY KUAN
THE LEAP AWARD 2019 NOMINATION FORM**

Notes

1. Nomination forms are to be submitted in a sealed envelope and mailed to Singapore Hokkien Huay Kuan 5 Sennett Road Singapore 466781. Please indicate LEAP AWARD 2019 on the envelope.
2. Part III *and* Part IV are to be separately submitted on plain A4 paper, typewritten and double-spaced using Arial font, size 11.
3. Additional appendices and supporting documents submitted should not exceed a total of 10 A4 pages.
4. Only nominations endorsed by the School Principal/Vice-Principal will be accepted.
5. For enquiries, please email to admin@shhk.com.sg
6. **Closing date: 30 June 2019**

PART I: PARTICULARS OF NOMINATED TEACHER

Full Name (Dr/Mr/Mrs/Mdm/Miss)

Name of School

School Address

Email

Office No.

Handphone No.

Teaching Subject(s)/ Level(s)

No. of Years In Service

Date of Birth

PART II: PARTICULARS OF NOMINATING PERSON

Full Name (Dr/Mr/Mrs/Mdm/Miss)

Organization

Occupation

Mailing Address

Email

Office No.

Handphone No.

Relationship with Nominated Teacher

- | | | | |
|--|---------------------|---------------------|-------------------|
| <input type="checkbox"/> Current Student | Level _____ | Class _____ | Years known _____ |
| <input type="checkbox"/> Ex-student | Level _____ | Class _____ | Years known _____ |
| <input type="checkbox"/> Parent | Child's Level _____ | Child's Class _____ | Years known _____ |
| <input type="checkbox"/> Fellow Teacher | | | Years known _____ |

PART III: EXECUTIVE SUMMARY

1. Please state at least 3 reasons why the nominated teacher deserves the award, adhering to a maximum of 1 A4 page.

PART IV: OTHER SUPPORTING EVIDENCE

2. Provide 3 concrete examples of how the nominated teacher has made a positive impact on student(s)' character development or made a difference in the student(s)' lives. Please adhere to a maximum of 1 A4 page *per example*.

3. Any other additional information, e.g. other efforts made by the teacher that have motivated the students. Please adhere to a maximum of 1 A4 page.

PART V: DECLARATION

- i) I declare that all information provided is true and accurate to the best of my knowledge.
- ii) I understand and accept that the decision of the Selection Panel is final.
- iii) I consent to the Organizer's collection, use and disclosure of information in the nomination form for the purpose of administering the LEAP Award and publicity purposes.

Signature of Nominating Person

Date

PART VI: ENDORSEMENT BY SCHOOL PRINCIPAL/ VICE-PRINCIPAL

Name & Signature of School Principal/ Vice-Principal

Date

PART VII: FOR OFFICIAL USE

Received and checked by:

Date: