

TEACHERS APPRECIATION GALA

Nomination Instructions for Principals

1 Promote It

Hang up an event poster in your front office. Put a stack of Teacher Appreciation Gala Nomination Forms in your front office. Announce to students that if they would like to nominate an inspiring teacher, they should fill out and submit a nomination form and submit it to the front office by **no later than May 11, 2018**. The district will also be doing a robust ad campaign on social media and email. While all nominated teachers will be recognized at the gala, 7 teachers will be profiled.

2 Select Nominee

No later than May 15th, select, scan and submit to the district office one student nomination form, along with your personal recommendation of the teacher you select. Your personal recommendation that accompanies the student nomination form should be no more than 250 words and should be emailed to: communications@scusd.edu. The personal recommendation you write will be submitted to our Board of Education for their consideration.

3 Confirm Attendance

Please confirm the nominee plans to attend the gala before submitting their nomination. If he/she cannot attend the gala, select another nominee. Although the nominee's ticket to the gala will be paid for, if the nominee would like to have a significant other join them at the gala, their significant other will have to purchase a ticket for \$50 at this link: <https://sacedfoundation.org>