

PRESTON AND ANN LEAKE TEACHER RECOGNITION AWARD

Nomination Guidelines

BACKGROUND and PURPOSE:

Preston and Ann Leake established the Teacher Recognition Award in December 2007. The purpose of the award is to annually recognize outstanding educators teaching in Hopewell City Public Schools for their outstanding efforts in meeting the needs of their students. The award is administered by the John Randolph Foundation.

POLICY:

The award is available to any educator possessing a current, five-year, Virginia teaching license that teaches in the Hopewell City Public Schools. A letter verifying the nominee's employment and licensure must be received from Hopewell City Public Schools. Teachers holding provisional licenses are not eligible to participate in the program. The annual award is made without regard to race, color, religion, sex, national origin, age or disability. John Randolph Foundation trustees, employees and their immediate families (parents, spouses, and siblings) are not eligible for the award.

NOMINATION PROCEDURE:

Fellow teachers, students, students' parents/guardians, and residents of Hopewell may nominate teachers deserving to receive the Preston and Ann Leake Teacher Recognition Award. Nomination forms are available at any Hopewell City Public School, Hopewell City Public School Board Office and the John Randolph Foundation Office.

Nominees should be dedicated, knowledgeable and skilled educators certified to teach any or all levels (pre-kindergarten through grade 12). Nominations must include:

- 1) Specific traits of the nominee that show that they are deserving of the award.
- 2) Examples of the ways that the nominee has assisted his/her students.
- 3) Provide two letters of recommendation:
 - A letter from a community member that verifies that the nominee is eligible to receive the award.
 - A letter from a fellow teacher that explains why the nominee should receive the award.

Nomination forms are due in the John Randolph Foundation Office by 4:00 p.m. on April 15. If the due date falls on a Saturday, Sunday or a legal holiday, then it is due the next business day by 4:00 p.m.

Nominations should be mailed, hand-delivered or faxed to:

John Randolph Foundation
Attn: Preston and Ann Leake Teacher Recognition Award
112 N. Main Street
P.O. Box 1606
Hopewell, VA 23860
Telephone: 458-2239
Fax: 458-3754

Direct any questions to the foundation office at the above address or call 458-2239.

FAILURE TO PROVIDE ANY OF THE ABOVE INFORMATION OR DOCUMENTATION BY THE DEADLINE WILL DISQUALIFY AN APPLICANT FROM CONSIDERATION FOR THE PRESTON AND ANN LEAKE TEACHER RECOGNITION AWARD. THE JOHN RANDOLPH FOUNDATION SCHOLARSHIP COMMITTEE RESERVES THE RIGHT TO INTERVIEW APPLICANTS IN THE FINAL STAGES OF SELECTION.

THE DECISION OF THE SCHOLARSHIP COMMITTEE IN ALL MATTERS REGARDING SCHOLARSHIPS IS FINAL. CANVASSING ANY JOHN RANDOLPH FOUNDATION TRUSTEE OR EMPLOYEE SHALL RESULT IN IMMEDIATE DISQUALIFICATION. SCHOLARSHIP AWARDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS AND CONTINGENT UPON ACCEPTANCE AND ENROLLMENT IN AN APPROVED PROGRAM.

JOHN RANDOLPH FOUNDATION RESPECTS THE PRIVACY OF SCHOLARSHIP APPLICANTS. ANY PERSONAL OR FINANCIAL INFORMATION WILL BE USED FOR THE PURPOSE OF ASSESSING THE SCHOLARSHIP APPLICATION AND WILL BE MADE AVAILABLE SOLELY TO THE FOUNDATION'S TRUSTEES AND STAFF. WE MAKE EVERY EFFORT TO MAINTAIN YOUR CONFIDENTIALITY.

JOHN RANDOLPH FOUNDATION IS AN EQUAL OPPORTUNITY ORGANIZATION