

*Portland Council PTA*  
*Principal and Teacher of the Year Award*

Dear PTA/PTSA President,

Do you have a wonderful principal at your school? Or perhaps a terrific teacher? Portland Council has two awards to honor a special teacher and principal. These awards will be given out at the annual Volunteer Celebration held in May.

To nominate your principal and/ or teacher, your PTA must have Oregon PTA Membership dues paid and current. Please enclose a short cover letter with your nomination forms, telling us who you are and whom you are nominating. A committee of Portland Council PTA board members will review the nominations and select the Portland Council PTA Principal and Teacher of the Year.

**The nomination forms are included with this letter.**

**The due date for nominations is April 1, 2017**

Please send/email nominations to:

Oregon PTA  
4506 SE Belmont Suite 108B  
Portland, OR 97215  
Attn: Lisa Kensel, Portland Council PTA President  
[president@portlandcouncilpta.org](mailto:president@portlandcouncilpta.org)

Selections will be made by May 1<sup>st</sup> and you will be notified if your Nominee has been selected. This will enable you to make arrangements to have them attend the Volunteer Celebration on May 25, 2017.

There are many excellent principals and teachers in Portland who deserve to be honored. I hope to hear from each and every PTA in Portland.

Warmest regards,

Lisa Kensel  
President  
Portland Council PTA

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Directions:

To nominate a Teacher for Teacher of the Year, please submit a complete packet consisting of an introduction cover letter and the following forms:

1. Student Recommendation Form (completed by two students)
2. Staff Member Recommendation Form
3. Community Member Recommendation Form
4. Parent/Guardian Recommendation Form (completed by two parents/guardians)
5. Principal Recommendation Form

To nominate a Principal for Principal of the Year, please submit a complete packet consisting of an introduction cover letter and the following forms:

1. Parent/Guardian Recommendation Form (completed by two parents/guardians)
2. Student Recommendation Form (completed by two students)
3. Staff Member Recommendation Form
4. Community Member Recommendation Form

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# Teacher of the Year Award Nomination Form

The criteria for Teacher of the Year reflects National PTA's mission:

1. To support and speak on behalf of children and youth in the school, in the community, and before governmental bodies and other organizations that make decisions regarding children.
2. To assist parents in developing the skills they need to raise and protect their children.
3. To encourage parent and public involvement in the public schools of this nation.

**To nominate a Teacher please have two students complete this form.**

**Student Recommendation:** How does this Teacher support students and aid in their success? Give an example of how this Teacher involves their students in the school. (150 words or less)

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**Staff Recommendation:** How does this Teacher support other school staff members? How does this Teacher support their students? Does this Teacher encourage other staff members to reach school goals? (150 words or less please)

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**To nominate a teacher please have a community member complete this form.**

**Community Member Recommendation:** How does this Teacher promote community involvement and participation? What process is in place that allows the community to be involved with this Teacher and their classroom? (150 words or less please)

[illegible]

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**To nominate a teacher please have two parents/guardians complete this form.**

**Parent/Guardian Recommendation:** How does this Teacher support family volunteers? Are parents/guardians welcome in the classroom? Does the Teacher have processes in place that allows parents/guardians to be involved? (150 words or less please)

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**To nominate a teacher please have the Principal complete this form.**

**Principal Recommendation:** How does this Teacher support fellow staff members? Is he/she a team player? Does this Teacher support student success by engaging with families in a positive way? (150 words or less please)

[illegible]

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2. To assist parents in developing the skills they need to raise and protect their children.
3. To encourage parent and public involvement in the public schools of this nation.

**To nominate your Principal please have two parents complete this form.**

**Parent Recommendation:** Are parents welcome in the school and how does the Principal support parent volunteers? Please give examples of how the Principal supports family engagement in the school. (150 words or less please)

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**Student Recommendation:** How does the Principal support the success of their students? Give an example of ways that the Principal allows students to be involved in the school. (150 words or less)

[illegible]

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**Staff Recommendation:** How does the Principal support the school staff? What process is in place that allows staff to be involved? How is the staff encouraged and supported to reach school goals? (150 words or less please)

[illegible]

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**Community Member Recommendation:** How does the Principal promote community involvement and participation? Give an example of the process in place that allows the community to be involved. (150 words or less)

[illegible]