



2018-2019 Distinguished Service Awards Nomination Form

Nominations are due **Wednesday, March 13 at 4 p.m.**

How do I nominate a District 58 employee for this award?

If you have Gmail:

1. When you open this document, please make a copy for **your** DSA application. Within this Google Doc, go to "File" and select "Make a copy."
2. Rename the file: "[Your Name], DSA Application".
3. Complete the application and share it with Megan Hewitt at mhewitt@dg58.org.

If you do not have Gmail:

1. When you open this document, go to "File" and "Download as". Select Microsoft Word or PDF.
2. Complete the application and either email it to Megan Hewitt at mhewitt@dg58.org or mail it to: Megan Hewitt, District 58 Administrative Service Center, 1860 63rd St., Downers Grove, IL 60516

Please highlight or underline your relationship to the nominee:

- A. I am a District 58 employee nominating a fellow colleague.
B. I am a District 58 parent or student.

The nominee should be an individual who:

- ◀ consistently performs above and beyond the regular scope of his/her job duties
- ◀ positively affects children in a significant manner
- ◀ demonstrates a sustained dedication to the education of children
- ◀ cares about the child as a whole person
- ◀ earns the respect of his/her peers and superiors
- ◀ serves as a good role model to other District employees

Your name: _____ **Your school:** _____

Email address: _____ **Date:** _____

Name/title/school of nominee: _____

The Education Foundation will name the 2019 Distinguished Service Awards program nominees and recipients during a reception Tuesday, April 30 at Ashyana Banquets, 1620 75th St., Downers Grove.

Distinguished Service Awards – Nomination Essay:
How does this employee contribute to the betterment of District 58?

To ensure impartial judging, please **do not use the nominee's name, school or work location when writing your essay**. Please only reference the nominee's name once – on the front page of this form.

Please limit your essay to **400 words or less**. Essays exceeding this length will not be considered. Please provide details and specific examples that support the award criteria. Write or type your response in the space below or on a separate sheet of paper. Thank you.