



OFFICIAL  
NOMINATION FORM



PO Box 1850, PERRY, GEORGIA 31069  
478.988.6390  
[WWW.HCBE.NET/TEACHERHALLOFFAME](http://WWW.HCBE.NET/TEACHERHALLOFFAME)



## Houston County Teacher Hall of Fame

The purpose of the Houston County Teacher Hall of Fame is to honor extraordinary classroom teachers who taught in Houston County, Georgia and made a significant difference in the lives of their students. This recognition program honors the district's most outstanding teachers. This Hall of Fame began in 2007.

Nominees must have maintained exemplary standards of behavior and ethics, exhibited leadership, been enthusiastic about teaching and learning, demonstrated competency in their subject matter, worked well with colleagues and administrators, and consistently sought to encourage, inspire, and motivate students toward greater accomplishment. All candidates will be judged on a preponderance of the evidence as demonstrated by their qualifications and the application. While many teachers serve a long and distinguished career, accomplishments must be worthy of system-wide recognition. Longevity without meaningful impact does not constitute appropriate credentials for Teacher Hall of Fame (THOF) consideration.

Nomination requirements follow.

- ◆ At least 20 years of classroom experience in the Houston County School System
- ◆ Must be retired from the field of education
- ◆ Must have held a valid teaching certificate in Georgia
- ◆ Must have earned a bachelor's degree or higher
- ◆ The official THOF nomination form must be completed, to include:
  - education, teaching experience and special recognition;
  - nominee's personal, professional statements; and
  - letters of support or recommendation.

The Superintendent of Schools, Dr. Mark Scott, appoints the Selection Committee, which reviews all nominations. Nominees not chosen the first year may be considered for up to three years. The application is modeled after the National Teachers Hall of Fame located in Emporia, Kansas, to make it easier to also nominate a teacher at the national level.

Teachers selected for the Houston County Hall of Fame will be recognized at a formal induction ceremony in the fall. Photos will be hung in the Houston County Board of Education central office, the Eric P. Staples Building, and a brick engraved with their name will be added to the Walk of Fame at the central office. The Hall of Fame Induction Ceremony date and location are announced at least a month prior to the ceremony.

Nominations are accepted year-round. The nomination deadline for the fall ceremony is **June 15** of each year.



## **Houston County Teacher Hall of Fame Instructions, Guidelines and Requirements**

### **The Nomination Packet**

- One copy of the nomination packet is required and it must be filled out completely with all required information, essays and letters.
- Do NOT place the packet within a binder, folder or clear plastic cover. Secure the packet with a paperclip or binder clip. Please do not staple.

The completed nomination packet must contain the following components in this order:

1. Nomination Form (page three)
2. Nominator's Information (page three)
3. Nominee's Information Sheet (page four)
4. Nominee's Education, Teaching Experience and Special Recognition (page five)
5. Nominee's Personal, Professional Statements (page six)
6. Letters of Support/Recommendation (no more than five letters).

Note: Follow all instructions exactly and completely. Send ONLY the information requested and do not exceed the maximum length allowed for each item. In the interest of fairness to all nominees, only those who follow these guidelines will be considered. All information submitted is subject to be retained by the HCBOE.

Those chosen for the Hall of Fame will be asked to provide a professional, color, digital headshot photograph of at least 300dpi. The photograph will be used for framing and publicity.

Applications submitted online should mail or hand deliver the letters of support. Packets completed on paper are to be hand-deliver or mailed to the following address:

Houston County Teacher Hall of Fame  
Houston County Board of Education  
1100 Main Street  
Perry, GA 31069

For more information, visit the district HCBOE website at [www.hcbe.net](http://www.hcbe.net). On the website, hover over the Community tab and click on "Teacher Hall of Fame." One may also call the Director of Community & School Affairs, Beth McLaughlin, at (478) 988-6390, extension 0.

# Houston County Teacher Hall of Fame Nomination Form

This page is to be completed by the person making the nomination. (Self-nominations are accepted.) Only one official nomination per candidate is requested. Others who wish to support the nomination may do so through the Letters of Support.

I officially nominate \_\_\_\_\_ for induction into the Houston County Teacher Hall of Fame.

In 50 words or less, describe why this nominee deserves to be inducted into the Houston County Teacher Hall of Fame.

## Nominator Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

E-mail address \_\_\_\_\_

Relationship to nominee \_\_\_\_\_

How did you learn about the HCTHOF? \_\_\_\_\_

# Nominee Information Sheet

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone numbers \_\_\_\_\_

E-mail address \_\_\_\_\_

Years in Houston County Classroom: \_\_\_\_\_ Retirement Date: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

If deceased, date of death: \_\_\_\_\_

Georgia Certification \_\_\_\_\_

Most recent grade and subject taught and location: \_\_\_\_\_

Name of nominee's spouse/partner: \_\_\_\_\_

Closest living relative's name, address, email address and phone number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Permission and Verification Statement

I affirm that all information supplied for this nominee is true and complete to the best of my knowledge. I give permission for this nomination form and accompanying materials to be shared with persons interested in promoting the Hall of Fame.

Nominee's Printed Name: \_\_\_\_\_

Nominee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Nominee's Education, Teaching Experience and Special Recognition

(Please use additional pages as necessary to complete)

**Education:** Listing the most recent first, identify all post high school degrees earned. (Include continuing education and professional growth.)

Degree	College/University	Year
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## Certification(s) and Year

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**Teaching Experience:** identify teaching assignments, listing the most recent position first. Must total at least 20 years in the Houston County School System.

Year(s)	Institution/School	Grade Level	Subject
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**Professional Organizations:** List any association or organization in which the nominee currently or previously maintained membership or held office. \_\_\_\_\_

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## National, State and Local Awards

Name of Award	Sponsor	National/State/Local?	Year
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**Publications:** List any published works within the past three years by date, title and publisher.

Date Published	Title	Publisher
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## Nominee's Personal, Professional Statements

The nominee must respond to the following items. Responses **MUST NOT** exceed the maximum number of pages allowed. Answers must be typed, using 12 point font. Identify each section with the heading shown and submit in the order listed.

- A. **Professional Profile** (two pages ~ 500 words)  
Present your belief statement on the art of teaching. Describe what led you to the teaching profession. You may include comments on your philosophy of teaching and learning, who you were to your students or the role professional development played in your growth as an educator.
- B. **In the Classroom** (three pages ~ 750 words)  
Describe your approach to teaching. Describe your classroom environment, both physically and intellectually. What were your instructional goals? What innovative, creative strategies did you incorporate into your teaching? Did you involve others in your teaching? What did you try to avoid as you taught? How do you describe the most productive relationship between teachers and students? How did your teaching style change over the years?
- C. **Outside the Classroom** (two pages ~ 500 words)  
Describe any programs which demonstrate your and your students' community involvement. Describe programs in which you took a leadership role. Did you contribute to the professional development of other educators? If so, in what ways?
- D. **Accountability** (two pages ~ 500 words)  
How did you use assessment data to ensure learning for/by all students? How did the success of your students validate what you did in the classroom?
- E. **Educational Issues** (two pages ~ 500 words)  
Identify two major issues or problems facing education today. What actions would you take to help solve them?

## Letters of Support/Recommendation

The nomination must include letters of support or recommendation from individuals in each of the **three (3) different** categories listed below. In addition, the nominee may also submit **two (2)** letters of support or recommendation from any of the categories listed below. The total number of letters may not exceed **five (5)**. Each person must be in a position to comment on the nominee's effectiveness as a teacher, both in and out of the classroom.

- Superintendent of schools, principal or assistant principal.
- District administrator, school board member, instructional supervisor or former colleague.
- Former student or parent of a former student.

**Note:** All letters of support/recommendation must be dated, personally signed, addressed to the HCTHOF Selection Committee and included with the nomination packet. Each letter must be typewritten and preferably no longer than one page. In the top, right-hand corner, the writer of the letter must indicate his/her relationship to the nominee (example: Principal).