



2009 MIEM CRYSTAL AWARD PROGRAM

for School Administrative Professionals

The MIEM Crystal Award recognizes and celebrates the outstanding performance, achievements, and contributions of individuals who work in support staff positions within Michigan school districts.

Crystal Award Categories:

Customer Service Award

Recognizes outstanding service to internal and external customers, including: students, teachers, administrators, parents, other groups or individuals.

Student Services Award

Recognizes outstanding assistance to students through mentoring, leadership, student organizations, or advisement that extends beyond the bounds of normal job responsibilities.

Best Practices Award

Recognizes initiated and successfully established new methods, practices, or plans which have saved the school district money, time, or staff. This may include innovative and efficient solutions to problems.

Criteria:

- A significant contribution must be identified.
- The nominee must currently be in a support staff position as a building secretary, central office administrative assistant & support office professional for: special education, transportation, facilities, food service, purchasing & other school support services.
- The recipient must be present at the MIEM *Support Staff Conference for Administrative Professionals* to receive the award.

Guidelines:

- Nomination may be submitted by others (supervisor, administrator, peers) or self-nomination is allowable.
- Nominations may be submitted by fax, e-mail or mail. E-mail your nominations to Nancy Hawkins, MIEM Marketing Director at nhawkins@msbo.org.
- Nominations must be submitted or postmarked by **October 5, 2009**.
- Nominees will be judged by a diverse committee of professionals.
- One submission per category.

Crystal Award recipients receive:

- Personalized Crystal Award
- Recognition at the annual MIEM *Support Staff Conference for Administrative Professionals* on November 5-6, 2009.
- Recognition in the MIEM communications materials.
- MIEM will encourage local recognition in the media and at the recipient's school board meeting.
- \$100 Office Depot Gift Card

Application process:

Three Steps to the MIEM Crystal Award:

1. Complete the nomination form. (Choose a category: *Customer Service*, *Student Services*, or *Best Practices*. The answer sheet for the three questions should be attached to the form. A maximum of five pages of supplemental materials will be accepted.)
2. The answer sheet (supplemental materials) **should not** have any information pertaining to the name of the nominee or school district. Refer to the nominee simply as "my nominee" on your answer sheet. Failure to do so could result in disqualification of your nominee.
3. Return completed nomination form and supplemental materials to Nancy Hawkins, MIEM Marketing Director by e-mail (nhawkins@msbo.org), fax or mail.

Winners will be notified by phone no later than October 15.

Crystal Award presentation:

The recipient's superintendent (or a representative of the superintendent) is encouraged to attend the MIEM Crystal Award presentation at the luncheon on Thursday, November 5, 2009 as a part of MIEM's 23rd Annual *Support Staff Conference for Administrative Professionals* at the Amway Grand Plaza Hotel in Grand Rapids.

Office Depot is the sponsor of MIEM's Crystal Award.

Office DEPOT®



MIEM CRYSTAL AWARD NOMINATION FORM

REMINDER: The answer sheet (and supplemental materials) SHOULD NOT have any information pertaining to the name of the nominee or school district. Refer to the nominee simply as "my nominee." Failure to do so could result in disqualification of your nominee.

1. Choose a category:

Customer Service Student Services Best Practices

2. Answer the following questions on a separate sheet of paper and attach it to the nomination form.

- ✓ Describe the accomplishment which indicates why your nominee deserves to receive the MIEM Crystal Award.
- ✓ How did the staff, students, or other school district "customers" benefit from the accomplishment?
- ✓ How has the nominee's accomplishment supported the vision, mission, or goals of the district?

3. Fill out the information below.

Nominator Name _____ Position/Title _____

School District _____

School Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

4. If nominating a person other than yourself, please fill out section below.

Name of person nominated _____ Position/Title _____

School District _____

School Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____



Application Submission:

Applications must be submitted or postmarked by **October 5, 2009**.
Mail applications to: MIEM Crystal Award, 1001 Centennial Way, Ste. 300, Lansing, MI 48917
Fax applications to: 517.327.0771.
E-mail applications to: Nancy Hawkins, MIEM Marketing Director at nhawkins@msbo.org.