Award Application Essay Criteria Recommendations and Helpful Hints

| Please DO  | Please DON’T |
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| * Follow the format as stated. The format is worth 3 points on the Teacher of the Year application rubric.
	+ Prompt at the top
	+ Paragraph form
	+ 2 pages or less per criteria essay
	+ Caliibri 11 font
* Read the rubric and provide detailed and specific evidence when responding to each criteria essay prompt.
* Proofread your Essay Criteria for grammar and spelling.
* Be sure the people who write your Letters of Recommendation know the criteria and write to the topics, not just general statements.
* Be sure the people who write your Letter of Recommendation know what the award is for which you have been nominated.
* Proof your Letters of Recommendation for grammatical issues and have any issues amended by your person before submitting.
* Have other people read your application essays. Ask for specific details to point out any parts, sentences, or paragraphs that are unclear or are in need of additional attention.
* The evaluation team will use the provided rubrics to evaluate the body of evidence you have provided with your writing. Make sure you have used these rubrics to guide your thoughts and evidence throughout your written responses. Take the time to write your story. Do it well. Ask people within your circle of professional colleagues to read, edit, comment, and provide you with feedback.
* Use language and terms that represent our educational field.
* Tell your story, and select detailed and supporting evidence that showcases you as an educator pertaining directly to the criteria question.
* Your nomination for this award is an honor. Responding to the criteria essay prompts takes time and effort to provide strong, well-written evidence to tell your story. Be committed to showcasing your teaching efforts.
 | * Do not include a letter thanking the people for the nomination.
* Do not include a cover sheet.
* Do not embed links to other materials. The awards committee is instructed to disregard all hyperlinks within the essay criteria.
* Do not include pictures or diagrams within these criteria essays.
	+ Answer the prompt with clear and detailed evidence.
* Do not use vague language or fluffy answers.
* Do not restate the question and then inform the evaluation team that the topic is important. Provide what evidence you have in your teaching story that will provide the evaluation team with supporting details.
* Do not assume the evaluation team will use prior knowledge of you and what they know about your teaching to assess your application. Your written application will need to stand on its own merit.
* Do not use PE or Phys Ed in your writing. Always write out Physical Education.
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