

**MEMORANDUM**

December 12, 2003

TO: All Work Location Supervisors  
All Dade Partner Liaisons

FROM: Linda D. Brown, Ed. D., District Director  
Bureau of Community and Hospitality Services

**SUBJECT: DADE PARTNERS EXEMPLARY AWARDS NOMINATION FORM**

Each year schools have the opportunity to nominate Dade Partners who demonstrate outstanding exemplary partnership activities. Specifically, we encourage nominations of partnerships that are creative in addressing school and district needs, such as student achievement, academic areas and school-to-career initiatives.

Enclosed is the 2003-2004 nomination form as well as the exemplary award categories, criteria and procedures. We encourage your participation as a way to highlight and recognize your commitment to community involvement. In addition, your local award submissions also serve as the basis for district nominations to several state and national business partnership awards programs throughout the year.

**The nomination form can be accessed and completed online utilizing Adobe Acrobat at: [community.dadeschools.net/dpea.pdf](http://community.dadeschools.net/dpea.pdf).** For Categories 1-7, a statement from the Dade Partner explaining the importance of the partnership to their organization must also be attached. A photograph of the “partnership in action” must accompany all nominations. Incomplete nomination forms will not be judged. No faxes will be accepted.

**All completed nominations are due no later than 4:00 p.m., Friday, February 13, 2004, to:**

**School Mail Code: 9619, Room 202  
Bureau of Community and Hospitality Services  
Attn: Dade Partners Exemplary Awards**

A selection committee will judge the nominations, and the winners will be announced during the **Dade Partners Exemplary Awards Luncheon** scheduled for **Tuesday, March 23, 2004, at the Miami Biscayne Bay Hotel, 1601 Biscayne Boulevard**. Invitations will be forthcoming in February.

If you have any questions regarding this awards program, please contact Ms. Cathy Hamilton-Green in the Bureau of Community and Hospitality Services at 305-995-1857. We look forward to your participation.

LDB:mo  
M13  
Attachment

cc: Ms. Mercedes Toural  
Mr. Paul R. Philip  
Mr. Ronald K. Felton  
Dr. George M. Koonce, Jr.

Ms. Willa Young  
ACCESS Center Assistant Superintendents  
Ms. Carol Renick  
Ms. Cathy Hamilton-Green



DADE

PARTNERS

# **Exemplary Awards Nomination Form**

**highlighting  
our  
community partnerships**

**sponsored by  
Miami-Dade County Public Schools**

**Winners will be announced at the  
Dade Partners Exemplary Awards Luncheon  
Tuesday, March 23, 2004**

## Exemplary Awards Nomination Form

Nomination Category: \_\_\_\_\_

Nominee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address of Nominee: \_\_\_\_\_

Organization CEO/President: \_\_\_\_\_

Organization Liaison Name: \_\_\_\_\_ Title: \_\_\_\_\_

# of Employees involved in Partnership: \_\_\_\_\_ # of Employees within Miami-Dade County: \_\_\_\_\_

Estimated value of partner's contributions (4/03-3/04):

In-kind \$: \_\_\_\_\_ (Include human resources, materials, or products of the organization)

Monetary \$: \_\_\_\_\_ (Actual monies given directly to the school or district including foundation scholarships, grants and sponsorships, or payment of bills for a particular program or project)

Estimated Number of Employee Volunteer Hours (4/03 - 3/04): \_\_\_\_\_

\*\*\*\*\*

**Nomination Submitted by:**

Mail Code: \_\_\_\_\_ ACCESS Center: \_\_\_\_\_

School/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Nomination Form Recommended by:**

\_\_\_\_\_  
Signature of School Principal or Organization CEO/President

## **Categories 1-7**

Please type responses to the following four questions in the space provided.

Nominees must attach a statement explaining the importance of the partnership to their organization on their business/organization letterhead, and submit a photograph of the "partnership in action."

**1. List the objectives of the partnership.**

**Indicate how the partnership is addressing district, school, and/or student needs.**

**2. How has the partnership impacted students? Cite specific results in terms of academics, attendance, behavior or other measurements as they relate to the partnership objectives stated above.**

**3. Briefly describe the partnership activities.**

**4. What is unique about the partnership? Why should this Dade Partner be an exemplary award winner?**



**Categories 8 and 9 - Community Leader and Dade Partner Liaison**

Using no more than two 8 1/2" x 11" pages typed, describe the nominee's role in the success of your partnership initiatives. Describe the nominee's activities and the changes that have occurred as a result of their leadership. Submit a photograph of the "nominee in action."

**Category 10 - Hall of Fame**

Please list the two years and respective categories that the partner was an exemplary award winner. Provide a brief summary of the partnership activities. Submit a photograph of the "partnership in action."

Existing Hall of Fame members should submit an updated one-paragraph summary of their current partnership activities, and a photograph of the "partnership in action."

**\*\*\* No Additional Materials/Documentation Allowed \*\*\***

# Exemplary Award Categories

<i>Category</i>	<i>Description</i>
<b>1. Small Profit</b>	0 - 20 employees or members of an organization that operates for profit.
<b>2. Mid-Range Profit</b>	21-500 employees or members of an organization that operates for profit.
<b>3. Large Profit</b>	Over 500 employees or members of an organization that operates for profit.
<b>4. Non Profit</b>	Any size organization that <b>does not</b> operate for a profit.
<b>5. Joint Venture</b>	A group of two or more partners (not including the school) that collaborate on a project.
<b>6. Countywide</b>	An organization that provides programs for schools throughout the county.
<b>7. Newcomer</b>	A partnership newly established from April 1, 2003 - March 1, 2004.
<b>8. Community Leader</b>	An individual (not a school system employee) who has demonstrated outstanding leadership and service in the school's business partnership program. The individual should be employed in an organization which is officially registered as a Dade Partner.
<b>9. Dade Partner Liaison</b>	An individual designated as the work location's Dade Partner liaison who has demonstrated outstanding leadership in the work location's business partnership program. May be nominated by the work location supervisor, a peer or a work location's Dade Partner.
<b>10. Hall of Fame</b>	Dade Partners that have been selected as Exemplary Award winners for two years (does not have to be consecutive) are eligible for induction into the Hall of Fame. As a Hall of Fame member, the partner is no longer eligible to be nominated for the Exemplary Awards. Hall of Fame members are recognized each year at the awards ceremony.

*Honorable Mention awards will be given in all categories.*

# **2003-2004 Dade Partners Exemplary Awards**

## **Eligibility**

- All nominated Dade Partners must be **OFFICIALLY** registered with a completed Dade Partners proposal in the Bureau of Community and Hospitality Services. If not on file, a Dade Partners proposal form must accompany the nomination or it will be disqualified.
- A school or organization may only nominate ONE partner in each category.
- The same partner cannot be submitted in more than ONE category.
- If more than one nomination per category is received or the same nomination of a partner is submitted in multiple categories, all nominations from the school/organization will be disqualified.
- Self-nominations are acceptable in all categories except Categories 8 and 9.

## **Criteria**

- The overall contribution to educational excellence.
- The specific impact of the partnership activities in terms of student achievement and success.
- The effectiveness of the partnership in addressing district/school/student needs.
- The uniqueness of the activities. The selection committee is looking for creativity and originality.
- The commitment of time to the partnership based on the time period, April 1, 2003 - March 1, 2004.
- The percentage of faculty/staff members, students and partner employees involved in activities.

## **Guidelines**

- All nomination forms must be typed and limited to the space provided.
- Nominations will not be returned.
- Incomplete nominations will be disqualified.
- For Categories 1-7, the organization's statement regarding the partnership must be attached when submitted.
- A photograph of the "nominee in action" must be submitted with all nominations.
- No additional materials or documentation will be accepted.

Completed nominations are due **no later than 4:00 p.m. on Friday, February 13, 2004**, to:

**Miami-Dade County Public Schools  
Bureau of Community and Hospitality Services  
1450 NE 2nd Avenue, Room 202  
Miami, Florida 33132  
or  
School Mail Code: 9619, Room 202  
Attention: Dade Partners Exemplary Awards**

Faxes and Late Nominations will not be accepted.  
For further assistance, please contact Ms. Cathy Hamilton-Green at 305-995-1857.