

# Acts of Excellence

- Intent** The “Act of Excellence” Award is designed to recognize those employees who provided outstanding service or made a meritorious contribution to the success of a particular department, program or team. The service or contribution must go well beyond normal duties, expectations and responsibilities. Examples of an “Act of Excellence” are: exemplary customer service, professional achievement, outstanding attendance, the development and implementation of a new program or practice, a charitable act toward peers, a team innovation having a direct impact on student achievement, etc.
- Process** Nomination forms are available at all sites and on the District’s web site. Nominations may be made by any employee or community member on an ongoing basis and shall indicate the date, time, and type of outstanding service or contribution with sufficient information to allow for verification, review and evaluation. The employee making the nomination will submit the completed form to his/her building principal or department manager. **Community members should submit the completed form directly to the Bremerton School District Personnel Office where it will be directed to the appropriate principal or department manager.**
- The building principal or department manager will review the form to ensure that the submittal is consistent with the stated purpose of the recognition program. Following the review and approval, the building principal or department manager will initial the document and forward it to the Personnel Director.
- This year’s deadlines for nominations are: Wednesday, November 26; Friday, February 27; and Friday, May 1. All nominations will be reviewed by the Selection Committee, which consists of the Presidents of the various Associations of the Bremerton School District – A.B.A., B.C.A.A., B.E.A., B.P.E.A., S.E.I.U., and W.S.T.S.C.E.A., as well as the Director of Personnel and the Superintendent (as non-voting members). Up to five honorees will be selected.
- Recognition** All employees who are nominated for an “Act of Excellence” Award will receive a certificate of appreciation, presented by the employee’s building principal or department manager. The honorees selected by the Selection Committee will receive recognition by the Board of Directors and one day of “Act of Excellence” Leave. They will also be recognized in the Bremerton School District Staff Memo, on the District’s web site, and through local print media.

# Acts of Excellence

## Nomination Form

**Today's  
Date**

---

**Name of  
Nominee**

---

**Department or  
School**

---

Briefly describe the "Act of Excellence" demonstrated by your nominee. Be sure to submit a detailed account, including the date, time, and type of outstanding service or contribution that was made.  
Deadlines for submission: Wednesday, November 26; Friday, February 27; and Friday, May 1.

**Submitted  
By**

---

**School or  
Department**

---

**Manager's or**

---

Principal's  
Signature

---

Date

---

**Upon completion, please forward to the Personnel Office.  
First deadline is November 26; second deadline is February 27; third deadline is May 1.**