



Crystals Guidelines for Nominators

The Crystal Award nomination period is September 1, through 5 p.m. October 14, 2024
Late nominations are not accepted.

The Crystals Nomination:

- Essay (200 pts) - 1,300 word limit
- 3 Letters of Recommendation (150 pts, 50 pts each) - limited to one page each letter

Essay Guidelines:

- The criteria for The Crystal Award is based on the District Strategic Plan. The plan can be viewed online at <https://www.cusd.com/StrategicPlan.aspx>
- The Nomination Essay should be written to show how the nominee represents one or more Aims of the District and should be supported by 2-3 Core Values.
- A nominee does not need to meet *all* indicators listed under each Aim in the Strategic Plan, but the nominator should explain how the nominee met at least one of the indicators and provide detailed examples, evidence and supporting data to show the intent of the Aim. Note: Make sure it is clear to the judges which Aim and Core Values you are writing to.
- Show innovation and actions that go beyond the employee's job responsibilities.
- Examples cited must be from the 2023-24 school year. Actions outside of that timeframe may be mentioned as ancillary information, but the nomination should focus on work conducted in the 2023-24 school year.
- Identify actions that surpass the expectations of the nominee's job description and responsibilities. Show how the employee went above and beyond what was required and expected in their pursuit of excellence.
- Include results, outcome or measurable data that transpire as a result of these actions. Judges will be looking for how said actions made a meaningful difference in the lives of students, colleagues or the district.
- Identify how example/body of work is beyond what is expected from the nominee's job description.

Letters of Support Guidelines:

- Ask for letters of support from various co-workers, supervisors and/or students and parents early in the process, providing the writers with the necessary time.
- Letters are judged on how well they support the content of the application. Examples and results are encouraged.
- Ask for letters from a variety of perspectives to add additional information to the nomination.

In Clovis Unified, all employees are hired with the expectation that he/she will strive for excellence in their job. The Crystal Award is presented to those individuals who do excellent work in their defined job, but also are exceeding expectations and assignments out of their own initiative.