



ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT  
[www.avdistrict.org](http://www.avdistrict.org)

January 10, 2012

TO: All Employees

FROM: Classified Employee of the Year Selection Committee

SUBJECT: **2012 Classified Employee of the Year Program**

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A Classified Employee of the Year will be selected to represent each site. From that group, an overall district Classified Employee of the Year will be selected. This employee will be encouraged to proceed to the county and state levels.

You must submit nominations for this prestigious honor to your principal's office by **2:00 p.m. on Wednesday, February 8, 2012**. On the reverse side of this memo is a nomination form. Please return the completed form along with your supporting information to your principal's office in a sealed envelope marked "Classified Employee of the Year."

If you are nominating an employee from a site other than your own, BE SURE to send the nomination form to that employee's site, Attn: Secretary to Principal, by the deadline.

Let's all get behind this opportunity to honor one of our classified staff. You may also obtain a nomination form and ceremony information from [www.avdocs.org](http://www.avdocs.org).

The site level, and the overall AVUHSD Classified Employee of the Year will be announced at the annual Recognition Ceremony on Monday, May 14, 2012 at Eastside High School.

**SITE CLASSIFIED EMPLOYEE OF THE YEAR  
FOR CONSIDERATION FOR DISTRICT CLASSIFIED EMPLOYEE OF THE YEAR  
NOMINATION FORM**

**Attach additional sheets as necessary**

(Both classified and certificated employees are encouraged to submit nominations)

I would like to nominate \_\_\_\_\_ for the 2012 Classified Employee of the Year. This individual has distinguished himself/herself in the workplace.

**Please be specific in your reasoning for making this nomination by providing several examples. Please attach a separate sheet to explain your reasons for making this nomination.** Nominations must be submitted on an individual basis. Separate nomination forms should be submitted by each individual making a nomination. **“Petition-style” nominations will not be accepted.**

1. How does the applicant show and/or receive respect and admiration of students, parents and co-workers?
2. What things has the employee done that demonstrates superior ability/contribution to the site or district?

**DEADLINE FOR NOMINATIONS:**

**Please submit this form to the Principal’s Secretary in an envelope  
marked “Classified Employee of the Year”**

**NO LATER THAN 2:00 PM, WEDNESDAY, FEBRUARY 8, 2012  
No deadline exceptions!**

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Print Nominating Person's Name      Signature      Site