



## 2025 Nomination Instructions

*The Thames Valley District School Board (TVDSB) celebrates the outstanding contributions of students, staff and volunteers through the annual Award of Distinction.*

*To mark the 25th anniversary of the award, Thames Valley is proud to announce the inclusion of recognition opportunities, available from the Ontario Public School Boards' Association (OPSBA) awards.*

*Selection criteria for all three awards are provided.*

### Part 1- Completed Nomination Form

Select award(s) for consideration.

### Part 2- Nomination Letter (s)

#### **TVDSB Award of Distinction:**

Include a letter, which outlines the reasons for your nomination and explains how the nominee or group meets the selection criteria.

#### **OPSBA Achievement Award:**

Include a letter which summarizes the nominees' outstanding, exemplary and/or unique contributions to the overall well-being of the school(s) or community(s) through in-school, board-wide, extra-curricular and/or volunteer work or contributions.

#### **Fred L. Bartlett Memorial Award:**

Include a letter which summarizes the nominees' contributions to education at both the local (TVDSB) and provincial level.

### Part 3- Supporting Material

**TVDSB Award of Distinction:** Include up to 20 single-sided pages of supporting materials, such as letters from colleagues or community members etc. which provide clear evidence and examples that demonstrate how the nominee/ group of nominees meets the selection criteria. Media clippings, etc. may be included. Audio visual material is inadmissible.

**OPSBA Achievement Award:** Supporting materials, in support of the nominees' outstanding contributions in the field of education may be included but is not required.

**Fred L. Bartlett Memorial Award:** An information summary in point form of the nominees' Record of Service; a detailed account of the nominees' accomplishments in the field of education; and a separate list of Supporting Nominators, where appropriate.

### Part 4 - Submit Nomination Package

Complete the nomination form and compile all supporting materials and nomination letters into a single PDF document or shared digital file.

Email completed nomination packages to [d.hancock@tvdsb.ca](mailto:d.hancock@tvdsb.ca)  
**before 4 p.m. on Wednesday, February 26, 2025**



## 2025 Selection Criteria

### TVDSB Award of Distinction

#### Our Vision

Each student's unique potential is strengthened.

#### Our Mission

Across the TVDSB, we collaborate and innovate to promote student achievement and well-being for students in a changing world.

#### Our Values

##### Students

We centre everything we do on student needs, well-being, and achievement. Empathy, compassion, humility, and trust are embedded within this commitment.

##### Equity

We build a strong sense of identity and belonging, and act intentionally to enhance equity, inclusion, and respect for human rights. We honour the rights, voices, experiences, and expertise of Indigenous Peoples and equity-deserving groups.

##### Relationships

We build and strengthen trusting and mutually respectful relationships with students, staff, families, and communities.

##### Sustainability

We are committed to the sustainable stewardship of our human, financial, physical, and environmental resources. We support our students, schools, and communities to take collective action for sustainability for generations to come.

##### Integrity

We are committed to being transparent, consistent, truthful, and accountable in fulfilling our commitments so that we say what we mean, mean what we say, and act accordingly.

### OPSBA Achievement Award

The OPSBA Achievement Award recognizes the outstanding contributions of **non-teaching staff**, parents, volunteers and community partners involved in education in the member boards.

Recipients demonstrate outstanding, exemplary and/or unique contributions to the overall well-being of the school(s) or communities through in-school, board-wide, extra-curricular and/or volunteer work or contributions.

### OPSBA Fred L. Bartlett Memorial Award

The Fred L. Bartlett Memorial Award is awarded to an **active or retired member of the teaching profession** for outstanding contribution to education in Ontario.

**Information summary (two-page max)** A point form information summary of their Record of Service (or submit a CV). Aspects of career, community service, and personal accomplishments can be included.

**Educational contributions list (two-page max)** A detailed account of the nominee's accomplishments in the field of education. List and describe all accomplishments that relate to the terms of the award. Your summary should include contributions at both the local (TVDSB) and provincial level.

**Supporting nominators list (one page max)** A separate list of supporting nominators, where appropriate.