The Maryland Parent Involvement Matters Award

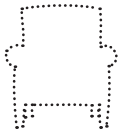
The Maryland Parent Involvement Matters Award is an annual award for parents (and others with legal responsibility for a child) whose exemplary contributions to public education have led to improvements for Maryland's public school children, teachers, schools, programs, and/or policies. The award was created by the Maryland State Department of Education to highlight the positive impact parents have on public schools and to encourage all parents to get involved in whatever way they can.

The Maryland State Department of Education provides leadership and guidance to local school systems in designing parent involvement programs.

The Maryland State Department of Education decided to use a nationally-recognized framework for family involvement as a springboard to identifying the areas of involvement to be demonstrated by nominees for the Parent Involvement Matters Award.

Five areas of parent involvement have been identified. Nominees can demonstrate involvement in one area or multiple areas, but the nominee must have made a significant, positive impact on public education with their involvement project within the last 24 months.

Areas of Parent Involvement



1. Communicating

Fostering communication that impacts the school community

2. Volunteering

Recruiting or organizing volunteers, or supporting school activities, both internal and external

3. Learning

Organizing or coordinating learning activities that reinforce homework or classroom skills

4. Collaborating with Community

Coordinating resources and services for the school community, which could include fundraisers that would enhance a school's services or environment, or coordinating resources or services from the school community that may serve an external community

5. Decision Making

Participating on decision-making committees, or in programs that advocate system or policy changes, or serving as a representative for the school or education community

Nomination Deadline

Completed nomination packets must be postmarked by:

Friday, January 31, 2014

To learn more about the program and how previous winners were involved, go to www.MarylandPublicSchools.org/pima.

Maryland State Department of Education
Preparing World-Class Students

Eligibility

To be considered for the Maryland Parent Involvement Matters Award, nominees must:

1. Be a parent, which includes a natural parent, an adoptive parent, a legal guardian, a person acting as a parent of a child such as a relative or a stepparent with whom a child lives, or any other person primarily responsible for the child's welfare.
2. Have a child in a Maryland public school.
3. Not be an employee of the Maryland public school system or the Maryland State Department of Education.
   - Any person who is paid by a school or by the school system (i.e. substitute teacher, interpreter, Board member, consultant, etc.) is not eligible to be nominated.
4. Have conducted or participated in the project for which he/she is nominated within the last 24 months.
5. If a parent was previously nominated but was not selected as a semifinalist, finalist, or a State winner, the parent can be nominated again if the parent meets the eligibility criteria.

Criteria

To qualify for the award, the nominee shall:

1. Be a consistent advocate of public education.
2. Have had a significant, positive impact on public education with his/her creativity, innovation, and/or commitment at the school, district, or state level in one or more of the following areas:
   - Communicating
   - Volunteering
   - Learning
   - Collaborating with Community
   - Decision Making

Nominations

Completed nomination packages must be postmarked by:

Friday, January 31, 2014

All nomination packages must be mailed to:

Maryland State Department of Education
Office of Communications, Partnerships,
and Grants, 7th Floor
ATTN: PIMA
200 West Baltimore Street
Baltimore, Maryland 21201

Submissions will not be accepted online or by email.

Selection Process

After reviewing all completed nomination submissions, judges will select 24 semifinalists—one parent from each of the 23 counties in Maryland and one parent from Baltimore City. A second group of judges will review the 24 semifinalists' nominations and select five finalists for the statewide award. A final group of judges will interview the five finalists and recommend one to be the statewide winner.

An award celebration will be held on Friday, May 16, 2014 to recognize all 24 semifinalists. At the celebration, the names of the finalists and the statewide winner will be announced.

Opportunities for Winners

After the celebration, semifinalists, finalists, and the statewide winner will have many opportunities to be recognized and to promote parent involvement, such as:

- Speaking at educational events and conferences.
- Appearing at Maryland State Board of Education and/or Local Board of Education meetings.
- Participating on educational task forces and/or committees.
- Participating in a "best practices" publication and/or Web site that will serve to inspire parents as well as give them practical advice.

Maryland Parent Involvement Matters Award Nomination Form

- Please complete **Sections 1, 2, 3, & 4** of this nomination form.
- A complete nomination packet should include the original and two single-sided copies of each section.
- Incomplete nominations will not be considered.
- If you have questions about the nomination process or award program, please **call** 1-888-246-0016 or **email your questions** to pima@msde.state.md.us.

Completed nomination packets must be postmarked by:

Friday, January 31, 2014

and mailed to:

Maryland State Department of Education
Office of Communications, Partnerships, and Grants, 7th Floor
ATTN: PIMA
200 West Baltimore Street
Baltimore, Maryland 21201

SECTION 1: Contact Information

Contact information should be in a type size no smaller than 12 points or printed clearly.

Nominee

_____
School School System

Full Name: _____
First Last

Address: _____
Street Address Apartment/Unit #

_____
City State ZIP Code

Home Phone: ( ) _____ Cell Phone: ( ) _____

E-mail: _____

Nominator

Full Name: _____
First Last

Address: _____
Street Address Apartment/Unit #

_____
City State ZIP Code

Home Phone: ( ) _____ Cell Phone: ( ) _____

E-mail: _____

SECTION 2: Nominee Statement of Agreement

Please read the following statements carefully and sign your name at the bottom of the section.

I CERTIFY THAT:

- I am aware of and support my nomination for the Maryland Parent Involvement Matters Award.
- I meet the eligibility requirements of the program, including that I am not:
  - paid in any way by a school or school system (including substitute teacher, translator, Board member, consultant, etc.) or
  - an employee of the Maryland State Department of Education.
- I have never been convicted of, or plead guilty to, a misdemeanor or felony crime, child abuse, or neglect.
  - All semifinalists will be subject to a background investigation which will require providing his/her social security number and fingerprints.

I AGREE THAT:

If I am identified as a semifinalist, finalist, and/or statewide winner, I will participate in:

- the Maryland Parent Involvement Matters Award ceremony on Friday, May 16, 2014.
- a personal interview at the Maryland State Department of Education (MSDE).
- a taped interview, portions of which may be used for purposes that include, but are not limited to, broadcast on cable television, streaming on the Web, and screening at education-related events.

Nominee Printed Name: _____

Nominee Signature: _____ **Date:** _____

Maryland Parent Involvement Matters Award Nomination Form

SECTION 3: Narrative/Project Description

**A narrative is seperate from the three signed letters of recommendation.*

The information in the Narrative/Project Description should describe the nominee's outstanding contribution(s) to public education as it relates to one or more areas of parent involvement: Communicating, Volunteering, Learning, Collaborating with Community, Decision Making *(see page 1)*.

The Narrative/Project Description must be between 300-600 words *(approximately 2 pages)*, single spaced and 12 point in Times New Roman font. Include the following at the top of the page:

- Name of Nominee
- Name of the Project
- Name and Title of person writing the Narrative
- School/Local School System
- Phone Number/Email Address

The Narrative/Project Description is scored on the following:

1. Description of the project(s).
2. Clear, detailed information about the nominee's involvement in the specific project(s), including:
   - When and where the project began
   - Why the project was initiated (identify need/problem)
   - Goal of the project
   - How the project goal was achieved
   - How the school community benefitted from the project
3. Impact the nominee's involvement has had on students, teachers, the school as a whole, and/or the community.

Narrative/Project Description Submitted By:

Name: _____

Title: _____

School/School System: _____

_____

Phone/Email: _____

_____

Nomination Deadline

Friday, January 31, 2014

SECTION 4: Letters of Recommendation

Three original, signed letters of recommendation are required from people in different positions who have direct knowledge of the nominee's accomplishments. The following are examples of different positions: school administrator, teacher, student, parent, school district administrators, school board member, and community or faith-based leader.

Letters of Recommendation must be between 300-600 words *(approximately 2 pages)*, single spaced and 12 point in Times New Roman font. Include the following at the top of the page:

- Name of Nominee
- Name of the Project
- Name and Title of person writing the Letter of Recommendation
- School/Local School System
- Phone Number/Email Address

Each Letter of Recommendation is scored on the following:

1. How the need or problem in the school community was addressed.
2. The nominee's involvement from the perspective of the writer. For example:
   - A letter of recommendation from a principal should include information about how the nominee's involvement impacted the *school community.*
   - A letter of recommendation from a parent should include information about how the nominee's involvement impacted the *parent community.*

First Recommendation Letter:

Name: _____

Phone/Email: _____

_____

Second Recommendation Letter:

Name: _____

Phone/Email: _____

_____

Third Recommendation Letter:

Name: _____

Phone/Email: _____

_____