

2013 Just Read, Florida! Literacy Partnership Award Nomination Procedures

The following requirements must be met in nominating a school and business/organization partnership for the 2013 Just Read, Florida! Literacy Partnership Award for elementary, middle and high schools:

- Prior to **August 31, 2013**, participating districts may select schools at the elementary, middle and high school levels who have developed partnerships with businesses or community organizations which emphasize the promotion of literacy in the school. Only one nomination may be submitted per district for elementary, middle and high school levels. The method used to select the teams may vary according to the district.
- Submit the completed nomination packets **with a cover letter** from the district reading contact listed on the District K-12 Comprehensive Reading Plan verifying that the nominees have been selected as the district representatives for the Literacy Partnership Award.
- Include **three letters of recommendation per school and business/organization partnership of no more than one page in length**. These may be selected from teachers, principals, parents, administrators and/or a civic or community leaders.
- **No more than three recommendation letters will be accepted per school.**
- Mail the original application packet **including materials requested** to the address provided below.
- **Email Sections I-II of the Florida Reading Leadership Team of the Year Application no later than August 31, 2013, to Latasha.Alexander@fldoe.org under the subject line: 2013 Literacy Partnership Award.**
- Just Read, Florida! will consider and review only the materials requested in the nomination packet, thus additional materials submitted with the application will not be considered.
- State Partnership winners will be awarded a certificate. A cash prize of \$300 will be awarded to the school in the name of the partner.

**Packets must be postmarked
no later than
August 31, 2013**

The nomination packet should be forwarded to

Latasha Alexander
Just Read, Florida! Office
Florida Department of Education
325 W. Gaines St., Suite 501
Tallahassee, FL 32399

Selection committee members from the Just Read, Florida! Office will choose one finalist for the elementary, middle and high school levels.

If your school and business/organization partnership is selected as a finalist, the district reading contact and the finalist will be notified by September 30, 2013. **Please note, the Just Read, Florida! Office will not**

disclose the identities of the regional finalists prior to the dates that the announcements are made nor disclose the announcement dates. Just Read, Florida! will make the announcements to the media and publish the identities of the regional finalists on the Just Read, Florida! website at www.justreadflorida.com.

Just Read, Florida! will review the application packets of the 2013 Literacy Partnership Award finalists and will select and interview a representative of the school and business/organization for two finalist teams. Just Read, Florida! will make the final decision for the 2013 Literacy Partnership Award.

Eligibility

Each district and/or participating institution may nominate only one school and business/organization partnership from each level (elementary, middle school and high school). Only the district reading contact designated on the front page of the District K-12 Reading Plan may submit the nominations. Nominations should be made without regard to race, age, sex, national origin, religion or disability.

The following district educators are eligible for nomination:

- Elementary, middle and high schools that have partnered with businesses or organizations to promote literacy in their schools.

Selection Criteria

Each district nominee will be evaluated based upon the following criteria:

- Demonstrates a superior ability to utilize their partnership with a business or organization to foster excellence in education and contribute to the continuous improvement of student learning and the school environment
- Maintains a record of superior school reading performance as evidenced by data-driven student gains and/or recognition of work
- Actively coordinates and participates in activities to support the business or organization with whom they partner
- Demonstrates leadership in building a school literacy culture through collegiality and collaboration within and with the business/organization partner.
- Provides all relevant data that will support effectiveness of the partnership with the business/organization in supporting literacy at the school.

Instructions for Completing Sections I and II of the 2013 Just Read, Florida! Literacy Partnership Award

Respond to both of the following sections. **Responses must be typed, double-spaced no less than 11 point font.** Begin each section on a new page. At the top of the page, specify the section number and title. (A sample header should read as follows: “**I. Reading Leadership Team Plan of Action.**”) As both sections allow more than one page for the response, the subsequent pages need only be identified with the section number.

Limit your answers to the number of pages requested in both sections. In fairness to all applicants, only the number of pages requested will be reviewed.

I. School and Business/Organization Partnership History and Goals for 2012-13

(Limit response to five pages)

Please provide a summary of the history of the literacy partnership between the school and business/organization as well as goals for the 2012-13 school year. Please include the following information:

1. When the partnership was established and the number of years it has existed.
2. The rationale for establishing the partnership between the school and this particular business/organization
3. Areas where it was determined that the business/organization could be of assistance to the school
4. Areas where it was determined that the school could be of support to the business/organization
5. Goals for the 2012-13 school year

II. Summary of Partnership Accomplishments

(Limit response to three pages)

Provide a summary of the accomplishments for the year as a result of the school partnership with the business/organization. **Response must be typed, double-spaced and no less than 11 point font.** Be sure to include information related to the following:

1. Promoting a Culture of School Literacy
2. Student Achievement
3. Summary of successes, areas to improve upon moving forward and goals for the partnership for 2013-14

2013 District Nomination Form
Literacy Partnership Award

**District Elementary
Literacy Partnership
Award Nominee:**

**Business/Organization
Partner**

**District Middle School
Literacy Partnership
Award Nominee:**

**Business/Organization
Partner**

**District High School
Literacy Partnership
Award Nominee:**

**Business/Organization
Partner**

School District:

**District Reading Contact
Address:**

**District Reading Contact's
Telephone Number:**

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Telephone

**District Reading Contact's
Email Address:**

I acknowledge that this nomination is submitted with my approval.

District Reading Contact's Signature

2013 Elementary School Literacy Partnership Award Application Form

School Representative

Title

Home Address

Representative's Home Email Address

City

Zip

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Home Telephone

School

District

School Address

City

Zip

Representative's Work Email Address

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School Telephone

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School Fax

Signature School Representative

Date

2013 Middle School Literacy Partnership Award Application Form

School Representative

Title

Home Address

**School Representative's Home Email
Address**

City

Zip

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Home Telephone

School

District

School Address

City

Zip

**School Representative's Work Email
Address**

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School Telephone

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School Fax

Signature of School Representative

Date

2013 High School Literacy Partnership Award Application Form

School Representative Name

Title

Home Address

**School Representative's Home Email
Address**

City

Zip

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Home Telephone

School

District

School Address

City

Zip

**School Representative's Work Email
Address**

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School Telephone

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School Fax

School Representative's Chairperson

Date