

SAMPLE MEMO TO STAFF

TO: OSSTF members of _____ (school/BU)

FROM: School/BU Chairperson

RE: Bishop Townshend Award for Educator Excellence

DATE:

Please consider nominating a staff member for the Bishop Townshend award for teacher excellence.

This award is jointly sponsored by OSSTF District 11, the Anglican Diocese of Huron and the Thames Valley District School Board.

A series of criteria is included for your guidance when considering a nominee (please see attached criteria form). Once nominations have been received, a committee within the school/BU will make the final selection.

*Please submit the name of your nominee **no later than** (school / BU deadline).*

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CRITERIA

The criteria for selection of the recipient of this award are derived from Bishop Townshend's philosophy of education. He believed that students must receive education in spiritual, physical, intellectual and social realms if they are to live a more abundant life. The teacher that helps the student develop in such a well - rounded fashion would also demonstrate excellence in the four areas of spiritual, physical, intellectual and social development. Of course, no teacher could possibly demonstrate all to perfection. We offer the following criteria merely as guidelines to help the branch committee select their candidate.

THE RECIPIENT IS:

SPIRITUAL

- *Shows love and respect for things of God.*
- *Teaches humanitarian ideals by precept and example.*
- *Exhibits tolerance for others.*

PHYSICAL

- *Demonstrates enthusiasm for the health & physical development of students in the school and/or community.*
- *Sets a good example by concern for personal health.*

INTELLECTUAL

- *Motivates students to acquire a life-long interest in learning.*
- *Has intellectual pursuits of his/her own.*
- *Pursues professional excellence.*
- *Possesses knowledge in various fields.*

SOCIAL

- *Has the courage to stand up for his/her own convictions.*
- *Gives active service to others and shows concerns for their welfare.*
- *Is actively interested in social development of students.*

ELIGIBILITY

Any contract OSSTF member with 5 years experience with the Thames Valley District School Board may be nominated.

BRANCH / BARGAINING UNIT SELECTION COMMITTEE

Each branch/bu should establish a Selection Panel to choose, from the nominations submitted, the one name to be its official recipient.

The intent is that the Award recipient be chosen by his or her colleagues.

The President of each branch/BU will be designated Chairperson to establish the Selection Panel and will ensure that an adequate number of teachers are chosen with alternatives in case a selected panel member is nominated.