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| Topic: | Inspire Awards |
| Effective: | April 2021 |
| Cross-Reference: | Board Policy and Governance Procedure: Inspire Awards |
| Revision Date: | |
| Review Date: | April 2024 |
| Responsibility: | Director of Education |

INTENDED PURPOSE:

This Administrative Procedure is intended to outline the supports to ensure the operation of the Board's Inspire Awards program.

PROCEDURES:

Nomination Forms, with exemplars to assist completion of a nomination, will be made available on the Halton District School Board website.

Completed nominations will be received, compiled and reviewed for completeness by the Director's Office. A standard reply will be sent to the nominator thanking them for their submission. If information is missing, or additional information is required, the response to the nominator will include a request for this information.

If a nomination is received for Superintendents, the Associate Director, the Director, Trustees or Student Trustees, the nominator will be thanked and advised that the person they nominated is ineligible.

Administrative Council will review all submissions to ensure nominees are known to uphold the values of the HDSB. Only those nominees who meet this standard are circulated to the Inspire Awards Trustee Coordinator(s) for review, evaluation and determination of successful recipients.

Successful nominee recipients and nominators will be notified by the Director's Office. A notification will also be sent to the school administrator, manager and/or supervisor where nominees are Board employees.

Recipients will be asked their preferred location and method of recognition (e.g. Board meeting, local school, workplace, via mail, etc.).

The names of all recipients, including any recipients recognized at a different venue than the Board meeting, will appear in the Board meeting minutes of the meeting at which the presentations are made, and on the Board's website and social media pages.