

The South Carolina Independent School Association

P. O. Drawer 690

Orangeburg, SC 29116

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January 5, 2018

Dear School Head:

The South Carolina Independent School Association is preparing for the 2018 Annual Teachers of the Year Awards Program. This is an excellent opportunity for your school to recognize the hard work and dedication of your outstanding teachers. Since most of us do not feel our faculties are compensated monetarily in proper proportion to their talents, please be certain you take advantage of this opportunity to reward examples of outstanding teaching in your school. In order to make nominations, please observe the following requirements:

1. You may nominate up to three (3) candidates, one from lower (K - 5th), one from middle (6th - 8th), and one from high (9th - 12th) school. Each nominee must be a full-time classroom teacher and teaching in a SCISA school. Nominees must have taught a total of five (5) years (not necessarily limited to a SCISA school or the same SCISA school.)

2. For each nominee, you must submit a package of the following:

- A "Nominee Biographical Data Sheet" for each nominated teacher.
(To be completed by the nominee.) Attach a photograph of the nominee to the Biographical Data Sheet.
- A letter of recommendation from the headmaster.
- A letter of recommendation from one other person connected with the school.
- Each nominee must include an essay of no more than 300 words on the topic:
"WHAT TEACHING MEANS TO ME"

Procedural Timeline:

- **February 16, 2018** - Nomination Deadline: Friday, February 16, 2018.
- **February 20th** - Finalists will be notified by this date - will receive their interview schedule via mail and email shortly thereafter.
- **March 13th** – Interviews conducted by the Teacher of the Year Committee will take place at the SCISA Headquarters.
- **April 26th** - Teacher of the Year Banquet. Finalist & spouse, one administrator and his/her spouse, compliments of SCISA, will be invited to attend the awards banquet at the Orangeburg Country Club, where the winners will be announced. (*Accuracy of this information is of utmost importance as this is a catered event.*)
- **April 13th** - Dinner Reservation Form due. Administrators shall complete and submit the attached dinner reservation form via email/fax/mail.

Sincerely,

Larry K. Watt

Executive Director

**Attach
Photo
Here**

**The South Carolina Independent School Association
Teacher of the Year
Biographical Data Sheet**

School Name: _____

Division (check one)

Lower (K-5) _____ Middle (6-8) _____ High (9-12) _____

Name of Nominee: Dr., Mr., Miss, Ms., or Mrs. _____

Home Address: _____

Cell Phone: _____ Email Address: _____

If Married, Spouse's Name: _____ # of Children: _____

Colleges/Universities Attended

_____ Degree _____

_____ Degree _____

_____ Degree _____

• Grade(s) currently taught: _____

• Total # of years teaching: _____

• Subject(s): _____

1. Honors Received: _____

2. Articles Published (List titles, names of publication, and dates):

3. Professional Organization (s) in which you now have membership and any office, if held:

4. Describe briefly any special assistance that you now give your students in class, school projects, organizations, or in their effort to achieve or to solve problems they have:

5. Community organizations or projects in which you now participate (indicate any offices you hold):

6. Church groups in which you are now active (indicate any offices/positions that you now hold):

Signature of Nominee: _____ Date: _____

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DINNER RESERVATION FORM

Teachers of the Year Award Banquet

Thursday, April 26, 2018 - 7:00 PM

Orangeburg Country Club
2745 Griffith Drive
Orangeburg, South Carolina

- School: _____
- Finalist's Name: _____ /Attending Spouse: _____
(Complimentary guest) (Complimentary guest)
- Head/Administrator's Name: _____ /Spouse: _____
(Complimentary guest) (Complimentary guest)

Additional reservations: Please include payment of **\$45.00** per person and list the names of your additional guest/s, if applicable:

1. _____
2. _____
3. _____
4. _____

Complimentary reservations include:

- Finalist and spouse shall each receive a complimentary dinner reservation.
- The Headmaster/administrator and his/her spouse shall each receive a complimentary dinner reservation.
- Complimentary reservations are not transferable.
- Additional guests - **\$45** per person.
- **Please list any food allergies:** _____

Please return this completed form by April 6, 2018

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Mail checks to: SCISA
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