



BEAUMONT FOUNDATION
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Gilbert I. ‘Buddy’ Low
Excellence in Education
Award

Application Available
November 9, 2018

Application Deadline: February 1, 2019

Nominee Application Packet

www.bmtfoundation.com



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The Gilbert I. 'Buddy' Low Excellence in Education Award

Introduction

As part of the Beaumont Foundation's commitment to supporting education, the **Gilbert I. 'Buddy' Low Excellence in Education Award** was created to celebrate and recognize superior contributions of teachers whose leadership and dedication inspire a spirit of learning in students of all backgrounds and abilities. **Three teachers are selected annually to receive this prestigious Award in recognition of their outstanding contributions to the education system in East Texas.** Each award recipient will be honored at an awards gala and receive a crystal obelisk, a portrait and **\$10,000.**

Eligibility

- Gilbert I. 'Buddy' Low Excellence in Education candidates must:
 - Have completed five years teaching experience.
 - Be a full-time classroom teacher at a public or non-public school in **Angelina, Sabine or San Augustine County** whose responsibility is the direct instruction of students.
 - Complete the Foundation's application packet by the stated deadline.

- Gilbert I. 'Buddy' Low Excellence in Education candidates should exemplify the highest standards and practices of the teaching profession.
These qualities include but are not limited to:
 - Dedication, knowledge, and skill;
 - The expertise to inspire students of all backgrounds and abilities;
 - A demonstrated distinguished classroom practice;
 - Professionalism and collegiality;
 - High standards for themselves and their students;
 - The ability to create a classroom environment conducive to learning;
 - Commitment to students and their learning;
 - The respect and admiration of students, parents, and colleagues;
 - Contribution to the wider school community.

Nomination Process

- Schools or individuals are invited to nominate teachers; however, a teacher may not self-nominate. Also, nominations cannot be made by immediate family.

- Nominations must include specific, detailed information regarding the nominee. Additionally, it must include three typed pages of supplementary materials. Incomplete nomination forms will not be accepted. Previous winners are not eligible for nomination. All nominations must use the approved nomination form.

Application Process

- All nominees must complete an application packet if they are interested in participating.

Selection Process

- Each participating school will select a 5-person nominating committee to receive campus nominations. Only students and teachers will serve on the nominating committee at each campus. Committee membership at Middle and High School campuses must have two teachers and three students. All elementary campuses must have student representation. The student(s) may be former student(s) from the elementary campus but must be a current student(s) in the district.

- Each school's nominating committee will select **Campus** Gilbert I. 'Buddy' Low Excellence in Education nominees per Beaumont Foundation campus allotment and submit required materials to the Foundation per the Campus Checklist. Each Campus nominee will receive a letter from the President of Beaumont Foundation, which will be copied to the principal.

- Campus nominees will be submitted to the Foundation for final selection of the Gilbert I. 'Buddy' Low Elementary, Middle and High School Excellence in Education Award Winners.

Timeline

- **November 9, 2018: Nomination/Application Packet available to download on website**
- **February 1, 2019: Nomination/Application Packet deadline by 5:00 PM**
- **March 16, 2018: Low Excellence in Education Award Winners Announced**
- **May 21, 2018: Awards Banquet Honoring the Low Excellence in Education Award Winners**

The Gilbert I. 'Buddy' Low Excellence in Education Award

Nomination Form

Schools or individuals are invited to nominate teachers; self-nominations are not allowed. Also, nominations cannot be made by immediate family members.

Section 1

Check the box indicating the category (elementary, middle or high school) of your nomination.

Section 2

Type your nominee's name, work phone number, name and address of the school where the nominee works, home address, home phone number, grade level, subject taught, years of experience, nominee's supervisor, supervisor's address and supervisor's phone.

Section 3

Type the name, title, phone number, and your relation to the nominee.

In addition to the nominating person, type the names, titles and phone numbers of three (3) persons endorsing this nominee, being certain to include the endorsement signature. Please state if any are related to the nominee (no immediate family). Persons endorsing this nominee should be very familiar with the nominee. Their signature indicates their willingness to be interviewed either by phone or in person, if necessary.

You Must Also Include the Following Supporting Materials:

1. Attach **one page** explaining why you believe your nominee deserves this award. What unique contributions has the nominee made, and how does the nominee exemplify excellence by having a direct positive impact on the lives and education of children? Address the teacher's dedication and passion for students and teaching. Be sure to give specific examples.
2. Attach **two pages** to support your nomination. These supplementary materials might include comments, articles, press releases, commendation letters or testimonial letters from individuals who have been directly influenced by the nominee.

Please paperclip these **three pages** (single-sided, 8 1/2" x 11", typed, font no smaller than 11 pt.) to your Nomination Form.

*To download an electronic version of the nomination form,
Visit the Beaumont Foundation Website at www.bmtfoundation.com.*

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The Gilbert I. 'Buddy' Low Excellence in Education

Application Guidelines

Please follow the instructions below when completing your application:

- Nominated teacher must complete an application packet if they are interested in participating.
- Applications that are forwarded to the Beaumont Foundation for consideration must be on forms that are included in this packet and comply with all guidelines described here or they will not be considered.
- Complete an Award Application Cover Sheet (included at the end of this application packet).
- Include a 3 1/2" x 2 1/2" (wallet size) photograph that will not be returned.
- All application and written documentation must be filled out completely and typed using no smaller than 11 pt. Times New Roman font.
- Use no more than one page (8.5" x 11") to answer the professional question.
- Type your name and the corresponding professional question at the top of the page.
- Please retain a copy of the application for your records, as materials will not be returned.
- DO NOT submit additional materials; they will not be considered.
- NOTE: The Beaumont Foundation reserves the right to revoke the award should any recipient, or their guests at the award ceremony, fail to conduct themselves in a professional manner.

Application Form

Section 1 – Category

Check the box indicating the category (elementary, middle or high school) of your nomination.

Section 2 – Nominee Information

Type your name, home address, home phone number, email address, current position, grade level, subject taught, total years of experience, and total years at current school.

Section 3 – School and District Information

Type your school's name, phone number, address, phone number, principal's name, principal's phone number, school website, school grade level, type of school, TEA accountability rating, current enrollment, average class size, demographic breakdown, percent economically disadvantaged and most current STAAR passage rates.

Type your school district's name, superintendent's name, address, TEA accountability rating and district classification.

Section 4 – Certification and Signatures

Read and sign the certification section. Have your principal sign the application.

Section 5 – Required Documents

5.1 Current Resume

Provide a copy of your current resume.

5.2 Favorite Quote

Provide your favorite quote

5.3 One-page essay

responding to the
Professional Question.

NOTE: Use no more than one page (8.5" x 11") to answer the professional question.

5.4 Letters of Support

Include one (1) letter of support from each of the following:

- A current/former principal or administrator
- A current/former student
- A current/former parent of a student
- A current/former teaching colleague

Letters should be dated during the current year and provide the writer's contact information.

Please write your name at the top of each letter of support and submit the letters with your application.

**To download an electronic version of the application form,
Visit the Beaumont Foundation Website at www.bmtfoundation.com.**

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The Gilbert I. 'Buddy' Low Excellence in Education Timeline

Friday, November 9, 2018:	Nomination Packet/Application available to download on website
Friday, February 1, 2019:	Nomination/Application Packet deadline - due by 5:00 PM
Friday, March 16, 2017:	Gilbert I. 'Buddy' Low Excellence in Education Award Winners Announced
Monday, May 21, 2018:	Awards Banquet Honoring the Gilbert I. 'Buddy' Low Excellence in Education Award Winners

Frequently Asked Questions:

Q: *I applied last year and was not selected. May I reapply?*

A: Yes. Please complete and return this application. Some teachers apply many times before being selected because there are so many great teachers. Nominees are encouraged to retain a copy of their Application and re-submit the updated Packet.

Q: *Can my resume be more than one page in length?*

A: Yes, resumes can be more than one page in length but no more than three pages long. We want to read about your education, extracurricular activities, volunteer work, and any awards you've won.

Q: *Is there any flexibility in the application deadline?*

A: Due to the selection process, we regret that we cannot extend the application deadline. Past applicants tell us that the biggest challenge is getting the Letters of Support back in time. Please start with these first and get them back before completing the application.

Q: *When will I hear if I have been selected?*

A: All applicants will be notified of Honoree selection by Friday, March 15, 2019. Information will be sent overnight to the mailing address you provide.

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Campus Application Checklist

Instructions:

*After the campus nominating committee has completed their selection(s), return the following items by **Friday, February 1, 2019** to:*

Carol S. Eddins, Director of Grants

The Beaumont Foundation

470 Orleans, 1st Floor

Beaumont, Texas 77701

The following checklist is for your use only and does not need to be returned.

NOMINEE APPLICATION PACKET CHECKLIST

- A fully completed Campus Nominee Selection Form
- A fully completed Nomination Form.
- One page from the nominating person explaining why the nominee deserves this award.
- Two pages of supplementary materials to support the nomination.
- A fully completed Cover Sheet.
- A fully completed Application Form.
- A Current 3 1/2" x 2 1/2" (wallet size) photograph of the nominee.
- The Nominee's Current Resume.
- The Nominee's Favorite Quote or Motto. (*one page*)
- The Nominee's Response to the Professional Question (essay). (*one page*)
- Four (4) Letters of Support.
- Please remember to make copies of all forms. The application and photo will not be returned.
- Submit your completed application in a large manila envelope. Please, no binders, folders or notebooks.
- Do not mail your letters of support separately. This may disqualify you.

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Campus Nominee Selection Form

Instructions: Each school's nominating committee will select **Campus** Low Excellence in Education Nominees per the Beaumont Foundation campus allotment. Note: All campuses with 10 or more teachers are allotted at least one (1) nominee. Some **high school** campuses are allotted more than one (1) nominee. Refer to the nomination allotment table at www.bmtfoundation.com/bfa/program-areas/allotment_tables.htm. After selection, return this form and nominees' nomination and application packet by **Friday, February 1, 2019** to:

Carol S. Eddins, Director of Grants
Beaumont Foundation
470 Orleans, First Floor
Beaumont, Texas 77701

Section 1 – Category

Category of Nomination (check one): Elementary Middle School High School

Section 2 – School and District Information

Full Name of School: _____ Grade Level: _____
Principal's Name: _____ Phone: _____
School District: _____ Phone: _____
Superintendent's Name: _____

Section 3 – Nominee Information

Full Name of Campus Nominee: _____
(Dr/Mr/Mrs/Ms) First MI Last

Full Name of Campus Nominee #2
(High Schools only, if allotted): _____
(Dr/Mr/Mrs/Ms) First MI Last

Full Name of Campus Nominee #3
(High Schools only, if allotted): _____
(Dr/Mr/Mrs/Ms) First MI Last

Section 4 – Committee Information

Each participating school must select a 5-person nominating committee to receive campus nominations. Only students and teachers are eligible to serve on the nominating committee at each campus. Committee membership at Middle and High School campuses must have two teachers and three students. All elementary campuses must have student representation. The student(s) may be former student(s) from the elementary campus, but must be a current student(s) in the district.

	Name of Committee Member	Role (Teacher or Student)
1		
2		
3		
4		
5		

Section 5 – Certification and Signature

I certify that the information on this form is true and complete to the best of my knowledge. If asked by any authorized official of the Beaumont Foundation, I agree to give documentation for information given on this form.

Signature of Principal _____ Date _____

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The Gilbert I. 'Buddy' Low Excellence in Education Award

Nomination Form

Section 1 – Category

Category of Nomination (check one): Elementary Middle School High School

Section 2 – Nominee Information

Nominee's Name: _____
(Dr., Mr. Mrs. Ms.) First MI Last

Home Address: _____
Street City State Zip

Home Phone: (____) _____ E-mail: _____

Current Position: _____ Grade Level(s): _____ Subject(s) Taught: _____

Total Years Experience: _____ Total Years at Current School: _____

Full Name of School: _____ Phone: (____) _____

School Address: _____
Street City State Zip

Principal's Name: _____ Phone: (____) _____

School District: _____ Superintendent's Name: _____

Section 3 – Nominating Person & Endorsements*

Nominating Person

Name: _____

Title/Position: _____

Address: _____

Phone: (Daytime) _____

(Evening) _____

Signature: _____

Your relation to the nominee:

Teacher/Staff/Administrator

Parent of Student

Current or Former Student

Other _____

1. Endorsement

Name: _____

Title/Position: _____

Phone: (Daytime) _____

(Evening) _____

Signature: _____

2. Endorsement

Name: _____

Title/Position: _____

Phone: (Daytime) _____

(Evening) _____

Signature: _____

3. Endorsement

Name: _____

Title/Position: _____

Phone: (Daytime) _____

(Evening) _____

Signature: _____

How did you hear about the Low Excellence in Education Award?

School Newspaper Internet Event Other _____

**** Your signature indicates your endorsement of this nomination and your willingness to be interviewed by phone, if necessary.***

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Award Application Cover Sheet

Section 1 – Category

Category of Nomination (check one): Elementary Middle School High School

Section 2 – Nominee Information

Nominee's Name: _____
(Dr., Mr. Mrs. Ms.) *First* *MI* *Last*

Name You Wish To Be Called: _____

Name to be Used in Writing (certificates, press releases, etc.) _____

Home Address: _____
Street City State Zip

Home Phone: (____) _____ E-mail: _____

Current Position/Title: _____

Total Years Experience: _____ Total Years at Current School _____

Education	Institution	Major	Dates
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Bachelors Degree:	_____	_____	_____
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Masters Degree:	_____	_____	_____
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Doctoral/Prof. Degree:	_____	_____	_____
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Section 3 – School/District Information

Full Name of School: _____ Phone: (____) _____

School Address: _____
Street City State Zip

Principal's Name: _____ Phone: (____) _____

Principal's Email: _____

School District: _____ Phone: (____) _____

District Address: _____
Street City State Zip

Superintendent's Name: _____ Phone: (____) _____

Superintendent's Email: _____

The award cover sheet must be completed in detail to be considered for an award.

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The Gilbert I. 'Buddy' Low Excellence in Education Award
Application Form

Section 1 – Category

Category of Nomination (check one): Elementary Middle School High School

Section 2 – Nominee Information

Nominee's Name: _____
(Dr., Mr. Mrs. Ms.) *First* *MI* *Last*

Home Address: _____
Street City State Zip

Home Phone: (____) _____ E-mail: _____

Current Position: _____ Grade Level(s): _____ Subject(s) Taught: _____

Total Years Experience: _____ Total Years at Current School: _____

Section 3 – School and District Information

Full Name of School: _____ Phone: (____) _____

School Address: _____
Street City State Zip

Principal's Name: _____ Phone: (____) _____

School Website: _____ School Grade Level, I.e. K-5: _____

Type of School: Elementary School Middle School High School Other _____

Latest TEA School Accountability Rating: _____ Current School Enrollment: _____ Average Class Size: _____

Demographic breakdown of student population (percent): Percent Economically Disadvantaged: _____
____ African American ____ Hispanic ____ White
____ Native American ____ Asian/Pacific

Most Current STAAR passage rates: Reading _____ English/LA _____ Science _____
Writing _____ Mathematics _____ Social Studies _____ All Tests _____

School District: _____ Superintendent's Name: _____

District Address: _____
Street City State Zip

Latest TEA District Accountability Rating: _____ District Classification: Urban Suburban Rural

Section 4 – CERTIFICATION AND SIGNATURES

I certify that the information on this form, together with information contained in any sheets attached, is true and complete to the best of my knowledge. If asked by any authorized official of the Beaumont Foundation, I agree to give documentation for information given on this form. I realize that failure to comply with a request for additional information may prevent the nominee from receiving this award. I agree to participate in any interviews that may be conducted by the Beaumont Foundation prior to selection. I also grant permission to the Beaumont Foundation to use my photograph and/or selected quotes on their website and in future publications.

Signature of Nominee: _____ Date: _____

Signature of Principal: _____ Date: _____

**The Gilbert I. ‘Buddy’ Low Excellence in Education
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Application Form

Section 5 – Required Documents

5.1 Current Resume

Please provide a copy of your current resume with the following information:

- a. Colleges and universities attended and degrees earned
- b. Employment history including school names, locations and dates
- c. Professional association memberships and offices held
- d. Development activities and leadership training
- e. Honors and awards
- f. Community involvement

NOTE: Resumes can be more than one page in length but no more than five pages long.

5.2 Favorite Quote

What is your favorite quote or motto?

5.3 Professional Question (essay). The question below is designed to give you the opportunity to write about your work as a teacher. Read the question and answer in your own words.

Philosophy of Teaching Statement

What is your Philosophy of Teaching? A Philosophy of Teaching Statement is a brief reflective essay concerning one's understanding about how students learn, how instruction can best assist that learning, and actions that you take to enact such instruction.

5.4 Letters of Support

Include one (1) letter of support from each of the following:

- A current or former principal or administrator
- A current or former student
- A current or former parent of a student
- A current or former teaching colleague

Letters should be dated during the current year and provide the writer's contact information.

Please write your name at the top of each letter of support and submit the letters with your application.

Support letters must be dated during the current year, even if re-applying.