

BEAUMONT FOUNDATION  
A NONPROFIT CORPORATION

**The Frank & Nancy Newton Excellence in Education Award**

***Campus Checklist***

*Instructions:*

*After the campus nominating committee has completed their selection(s), return the following items by **Friday, February 7, 2020** to:*

*The Beaumont Foundation  
470 Orleans, 1<sup>st</sup> Floor  
Beaumont, Texas 77701*

**NOMINEE/APPLICATION PACKET CHECKLIST**

- 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 APPLICATION FORM AND PACKET.
- A CURRENT, WALLET SIZE PHOTOGRAPH OF THE NOMINEE ON 8 x 11 COPY PAPER.
- THE NOMINEE'S CURRENT RESUME (*NOT MORE THAN THREE PAGES*).
- THE NOMINEE'S FAVORITE QUOTE OR MOTTO (*ONE PAGE*).
- THE NOMINEE'S ESSAY (*ONE-PAGE*).
- FOUR (4) LETTERS OF SUPPORT. INCLUDE ONE (1) LETTER OF SUPPORT FROM EACH OF THE FOLLOWING: PRINCIPAL OR ADMINISTRATOR; CURRENT OR FORMER STUDENT; CURRENT OR FORMER PARENT OF A STUDENT; AND A CURRENT OR FORMER TEACHER COLLEAGUE. PLEASE WRITE YOUR NAME AT THE TOP OF EACH LETTER OF SUPPORT.
- PLEASE REMEMBER TO MAKE COPIES OF THE PACKET. NONE OF THE DOCUMENTS, INCLUDING THE PHOTO, WILL BE RETURNED.
- SUBMIT YOUR COMPLETED PACKET IN A LARGE ENVELOPE. PLEASE, NO BINDERS, FOLDERS OR NOTEBOOKS.
- DO NOT MAIL YOUR LETTERS OF SUPPORT SEPARATELY. THIS MAY DISQUALIFY YOU.