



Unit 4 Staff Spotlight

Nominate a Unit 4 staff member for the monthly Staff Spotlight! We want to recognize members of our Unit 4 Team who go above and beyond in serving our students, families, and community. There are three ways to submit a nomination:

- 1) Fill out the web form <http://www.champaignschools.org/staff-spotlight>
- 2) Complete a fillable PDF and submit to Elizabeth Smith in the Community Relations Department via email at smitheli@u4sd.org. This PDF is available on our website and by emailing the Community Relations Department.
- 3) Print and complete your form by hand and deliver in person or via school mail to Elizabeth Smith at the Mellon Administrative Center (703 S. New Street in Champaign).

Nomination forms should be submitted by the 20th of each month for consideration the following month. Nominations will be reviewed by a panel including representatives from District Administration, the Champaign Federation of Teachers (CFT), Champaign Educational Support Professionals (CESP), and the Board of Education.

If your nominee is selected, you will be asked to attend an upcoming Board of Education meeting to join us in celebrating his or her work. Regular Board of Education meetings are held on the second Monday of each month at 6 p.m. at the Mellon Administrative Center.

Information About You

Name: _____

Please choose one. I am a:

Email: _____

Phone Number: _____

Information About the Nominee

Name: _____

Position: _____

Building: _____

Why are you nominating this Unit 4 staff member for recognition?
