

## **Carl Junction Circle of Honor - Meritorious**

The Carl Junction Educational Foundation seeks nominations of distinguished individuals who did not attend Carl Junction Schools but who have demonstrated extraordinary contributions to Carl Junction Schools and the local community through leadership, service, and support. Nominees need not currently reside in the Carl Junction School District and may be honored posthumously.

Please note - Current Carl Junction Educational Foundation members, Nominating and Selection Committee members, Carl Junction Schools Board of Education members, or Carl Junction Schools employees are not eligible for the Meritorious Circle of Honor recognition. Nominees must not have been employed (i.e., not provided any services for compensation) by the district for at least three years before their nomination.

**Nomination Requirements:** Each nomination must include the following:

1. Nomination Form – Available as a Google Form or hard copy. Please explain the nominee's accomplishments, awards, and contributions to their field of expertise and community, highlighting a lifetime of achievement.
2. An extensive explanation detailing why the nominee deserves recognition as a Circle of Honor - Meritorious recipient. Please describe their accomplishments, awards, and contributions to their field of expertise, emphasizing a lifetime of achievement. A resume may be submitted.
3. Letters of Support – Two to four letters are recommended, sharing how the nominee exemplifies leadership, character, dedication to their profession, life pursuits, and commitment to Carl Junction Schools.

### **Submission Deadlines and Instructions:**

Nominations may be submitted at any time. Submissions can be made in the following ways:

- **Electronically:** Complete the Google Form and upload any resumes and Letters of Support as prompted.
- **By Email:** Download and complete the hard-copy nomination form, then scan and email it with any additional materials to [tskaggs@cjr1.org](mailto:tskaggs@cjr1.org).
- **By Mail or Hand Delivery:** Download and complete the hard-copy nomination form, and deliver it with any supporting documents to:  
*Carl Junction Educational Foundation: Circle of Honor Nomination Committee*  
206 S. Roney, Carl Junction, MO 64834

For questions or assistance, please contact Selection Committee Chair Travis Spencer at **417-437-0637** or [travis@cjr1.org](mailto:travis@cjr1.org).

Celebrate the legacy of Carl Junction alums by nominating those who inspire through their achievements and contributions.

**Nominator's Information**

Please answer the following questions about yourself as the nominator. This information is helpful in making contact for further information if needed.

Nominator's Name \_\_\_\_\_

Nominator's email address \_\_\_\_\_

Nominator's phone number \_\_\_\_\_

Nominator's relationship to nominee \_\_\_\_\_

**Nominee's Information**

If the nominee is deceased, please provide contact information for their nearest living relative.

Contact information below is for:

- ☐ Living Nominee
- ☐ Near relative of deceased nominee

Nominee's Name \_\_\_\_\_

Living relative's name, if nominee is deceased \_\_\_\_\_

Nominee or relative's email address \_\_\_\_\_

Nominee or relative's mailing address \_\_\_\_\_

Nominee or relative's phone number \_\_\_\_\_

Name of Nominee's spouse, if applicable \_\_\_\_\_

## **Nomination Questions**

Here is your chance to let your nominee shine! Tell us about their contributions, character, and community commitments. Please attach additional pages for answers.

1. Please provide an introductory biography of the nominee in 350 words or less.
2. Please describe the nominee's professional achievements and recognitions.
3. Please describe the nominee's community involvement and recognition.
4. Please describe or list the nominee's post-secondary education (trade school, college, university, degrees obtained, etc.).
5. Please describe the nominee's educational achievements and recognitions (including extracurricular activities, if applicable).
6. If there is anything in the nominee's past that needs to be explained (i.e., military discharge, negative press, etc.), please do it here.

Please attach resumes, letters of support, or further answers to the above questions, if needed. You may email, mail, or hand deliver these documents.