



The Cincinnatus Association

James N. Jacobs Memorial Award of Excellence Nomination Form

Name of Nominee: _____

Nominee's Department & Position: _____

Nomination

What has this individual done to qualify for consideration for this award? Please be specific while being as brief and succinct as possible.

Nominations for the annual James N. Jacobs Memorial Award of Excellence must be submitted to the Secretary no later than _____.

Signature of person making nomination

Printed name of person making nomination

This nomination can be delivered via mail or email, or call (513) 293-4621.

Cincinnatus Association

Attn: Secretary

P.O. Box 19191

Cincinnati, OH 45219

Cincinnatus_Assoc@hotmail.com

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(Page 2)

The Award

Since 1986, The Cincinnatus Association has annually presented the *James N. Jacobs Memorial Award of Excellence* to an outstanding Cincinnati Public School administrator. The award is presented in memory of James N. Jacobs, an outstanding educator and administrator who served as Superintendent of the Cincinnati Public Schools from 1976 to 1985. During his tenure as Superintendent, Mr. Jacobs was credited with reviving the Cincinnati Public School District and restoring citizen confidence in the Cincinnati Public Schools. Mr. Jacobs steadfastly fought to improve the state of Cincinnati Public Schools by promoting programs such as the "Design for School Excellence," which sought to improve reading, writing and math achievement; student and teacher attendance; student and teacher attitudes toward school; student discipline; and interracial understanding.

The winner of the *James N. Jacobs Memorial Award of Excellence* also receives a cash stipend of \$500 and is honored by The Cincinnatus Association at a dinner award meeting.

Eligibility

Any administrative employee of the Cincinnati Public School District may be nominated, excluding any current member of The Cincinnatus Association and their immediate family.

Nominees are not required to enter any contest or proceeding (other than being nominated) and, other than that required as an administrative employee of CPS, are not required to provide services as a consequence of being nominated for or receiving this award.

Nomination

1. Nomination may be submitted by anyone other than the nominee.
2. Nomination may be submitted using a Jacobs Award Nomination Form, or by providing the same information in written or email form, to the address indicated.
3. Nomination must be submitted to the Secretary prior to the deadline established.

Selection of Award Winner

The sole privilege and responsibility of selecting the winner rests with a panel of 4-6 guest-judges, chaired by the one representative from Cincinnatus Association. The guest-judges, who are unrelated to Cincinnatus Association, are selected annually by the Executive Committee of Cincinnatus Association. The opinions and advice of the respective committees, panels and individual members are considered key factor in this decision.

Selection Criteria

While there are no specific or formal guidelines, the intent is to recognize an administrative employee who has fulfilled their job responsibilities with proficiency and has regularly gone above and beyond in their involvement with and support of Cincinnati Public Schools and the students. Please be sure to indicate the magnitude of any results and impacts, as well as the visibility of this individual's efforts to the public and their coworkers. Any exceptional contribution can be recognized, such as a significant individual event or a long-term commitment or involvement, particularly of a selfless and/or community-minded nature.