



2010 C.L.E.A.N.™ AWARD

Custodial Leaders for Environmental Advocacy Nationwide

DATA SHEET

APPLICATION TYPE

Self-Nomination (the applicant himself/herself is the custodian):

Nomination (the custodian is being nominated by someone else):

APPLICANT/NOMINEE INFORMATION

Name: Darleen White Job Title: Custodian

Home Address: 1012 Johnson Drive, Apt. 1A
City: Yorktown State: NJ Zip Code: 12345
Home phone: (555) 900-8585 Cell phone: (555) 123-4567
Personal Email: darleen@aol.com

School/Worksite: Yorktown Elementary District (if applicable): Yorktown School District
Work Address: 1234 Windsor Ave, Suite A
City: Yorktown State: NJ Zip Code: 12345
Work Phone: (555) 556-5656 Fax: (555) 556-5566
Work Email: darleenwhite@york.k12.nj.us

Number of Years Employed as a Custodian (a full-time equivalent custodian): 4

NOMINATOR INFORMATION

Name: William Hamilton Title/Occupation: Teacher

Home Address: 1000 Address Street
City: Yorktown State: NJ Zip Code: 12345
Home phone: (555) 123-1234 Cell phone: (555) 111-2222
Personal Email: billham@aol.com

School/Worksite/Office: Yorktown Elementary District (if applicable): Yorktown School District
Work Address: 1234 Windsor Ave, Suite A
City: Yorktown State: NJ Zip Code: 12345
Work Phone: (555) 556-5656 Fax: (555) 556-5566
Work Email: billhamilton@york.k12.nj.us

Relationship to Nominee: Co-worker

STATE AFFILIATE INFORMATION

President: Samantha Houston Affiliate Name: Yorktown State Education Association
Work Address: 9505 Wilmington Ave, Suite 303

- DATA SHEET**
- Applicant must use template provided
 - 12 point font size
 - Must be typed
 - Must be signed by applicant or nominator
 - All information must be completed
 - If a team of custodians applies or is nominated, a data sheet for each is required



City: Yorktown **State:** NJ **Zip Code:** 12345
Telephone: (555) 855-5555 **Fax:** (555) 855-8888
Email: shouston@ysea.org

LOCAL AFFILIATE INFORMATION

President: Jeff Brayer **Affiliate Name:** Yorktown Education Support Professionals Association
Work Address: 9696 Jones Street, Suite 101
City: Yorktown **State:** NJ **Zip Code:** 12345
Telephone: (555) 855-5555 **Fax:** (555) 855-8888
Email: shouston@ysea.org

UNISERV DIRECTOR

Name: Cathy Smith **Email:** csmith@ysea.org
Phone Number: (555) 223-3333

I certify that all the information provided in this application package is true and complete to the best of my knowledge.

William Hamilton
Applicant/Nominator Name

10/23/2009
Date


Applicant/Nominator Signature





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ACKNOWLEDGMENT FORM

- *Applicant must use template provided*
- *12 point font size*
- *Must be typed*
- *Must be signed by applicant's State President or Executive Director*
- *All information must be completed*
- *If a team of custodians applies or is nominated, an acknowledgment form for each is required*

ACKNOWLEDGEMENT FORM

I, Samantha Houston, as
(Name)

State President of the
(Title)

Yorktown State Education Association acknowledge that
(State Affiliate)

Darleen White is
(Applicant/Nominee's Name)

an NEA member and in good standing with his/her state and local affiliate.


(State President or Executive Director Signature)

10/23/2009
(Date)



SUMMARY OF ACCOMPLISHMENTS

- *Five pages maximum*
- *Double spaced*
- *12 point font*
- *One inch margin all sides*
- *Must be typed*
- *Numbered pages*

SUMMARY OF ACCOMPLISHMENTS

School Characteristics:

I work in one facility, Yorktown Elementary School. It spans over \$50,000 sq ft., which really presents challenges for me and the other custodial staff because there are only two of us. Over 40 staff members work in the elementary school. A particular challenge that we face at Yorktown Elementary School is...I will tell you how I work to overcome that challenge later in my summary.

My Responsibilities:

My main responsibilities include cleaning, minor maintenance repairs and writing work orders. In addition,...

Leadership for School Cleanliness Achievements:

The three cleaning practices that I employ and find to have had a positive impact on health... The efforts I make toward cleaning for health have impacted Yorktown Elementary in many ways. One way is thatThese things have also impacted my affiliate and community by... I plan on sustaining my efforts by working with school administrators to hold an annual...

Collaborative Outreach Efforts:

I have involved other school staff at Yorktown Elementary by...In addition, I have involved students by...To involve the community I have presented numerous times to the school board hoping to...I have even invited them to spend a day with me to see...

Enhancement of ESP/custodian Image:

I hope that my efforts have helped other school staff, students, and community members recognize the impact that a custodian has on learning and health in schools. As a result of my work Yorktown Elementary has created a "Thank Your Custodian" Day. I hope that other schools in the district will adopt this day as well because...

RESUME
Darleen White
1012 Johnson Drive
Yorktown, NJ 12345
555-900-8585

RESUME

- *One page maximum*
- *12 point font*
- *One inch margin on all sides*
- *Must be typed*
- *Must be signed by applicant / nominee*
- *If a team of custodians applies or is nominated, a resume for each is required*

sample



Applicant/Nominee Signature

10/23/2009

Date



LETTERS OF RECOMMENDATION

- *3- 5 letters*
- *Two page maximum for each letter*
- *Double spaced*
- *12 point font*
- *One inch margin on all sides*
- *Must be typed*
- *Numbered pages*

Dear C.L.E.A.N. Award Review Panel,

It is an honor for a UniServ Director to mentor a leader and to help her develop, and achieve beyond our hopes or expectations. Working with Darleen has provided me that special opportunity. I hope that you will agree with me that Darleen is a most worthy candidate and bestow on her the recognition as the 2009 National C.L.E.A.N Award winner.

Darleen demonstrates leadership for school cleanliness achievements in many ways. One way in which she demonstrates leadership for school cleanliness is through...

Sincerely,

Pamela Smith-Jones

Pamela Smith-Jones, UniServ Director

Yorktown State Education Association

Dear C.L.E.A.N. Award Review Panel,

This letter is my personal recommendation for Darleen White. I have been the principal at Yorktown Elementary School for ten years and I find her to be consistently pleasant, tackling all assignments with dedication and a smile. Besides being a joy to work with, Darleen is a take-charge person who is able to present creative ideas. She has successfully developed several innovative and unique cleaning strategies for our school.

Darleen is an irreplaceable part of the school's custodial team. In addition to serving as a member of the district's health and safety committee, Darleen assumed a leadership role within the school's Creative Curriculum Committee and helped create "cleaning for health" lesson plans that were integrated into the school's health and science curriculum. I highly recommend Darleen for this award. She is a team player and would ...

Sincerely,

Doug Brown

Doug Brown, Principal

Yorktown Elementary School



Dear C.L.E.A.N. Award Review Panel,

I would like for my custodian Mrs. White to win the C.L.E.A.N. Award because she cleans the school every day with a smile. She does a good job making sure the school is clean when we arrive in the morning and there is never trash in my classroom. One day Mrs. White did a presentation on how important it is to have a clean school and how germs can make us sick. She told us that her job is to protect us and the other staff from the bad germs. She said keeping us healthy also helps us learn.

She is always nice and always tells us fun ways to clean at home. I think Mrs. White deserves this award because she is very good at her job. So please choose her for the 2009 C.L.E.A.N. Award.

Mark Parker, 3rd Grade Student

Yorktown Elementary School

SUPPLEMENTAL MATERIALS

SUPPLEMENTAL MATERIALS

- **OPTIONAL**
- *Limit of up to four examples of additional materials (flyers, posters, articles, photos, training materials, videos/DVDs, etc.)*
- *Please do not send original copies of materials. Supplemental materials will not be returned.*

sample