



2011 C.L.E.A.N.[®] AWARD

Custodial Leaders for Environmental Advocacy Nationwide

DATA SHEET

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

APPLICATION TYPE

Self-Nomination (the applicant is the custodian):

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

Is the nominee aware that he/she has been nominated? Yes: No:

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 School District: 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 School District: 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

NEA STATE/LOCAL AFFILIATE INFORMATION

State President: Samantha Houston State Affiliate: Yorktown State Education Association

State Executive Director: Jeraldine Oldberry

Local President: Jeff Brayer Local Affiliate: Yorktown Education Support Professionals Association

Local President Email: jbayer@ysea.org

UNISERV DIRECTOR

Name: Georgia Smith Email: gsmith@ysea.org

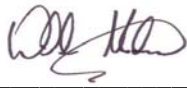
HOW DID YOU LEARN ABOUT THE AWARDS PROGRAM?

- NEA website (nea.org)
- NEA publication (NEA Today, NEA Today Express, Works for Me, NEA Announce)
- NEA ESP Conference or ESP listserv
- National Council of Education Support Professionals (NCESP) meeting or newsletter
- NEA social media network (Twitter, Facebook, "Lily's Blackboard" blog)
- NEA Health Information Network (NEA HIN) website (neahin.org)
- NEA HIN Hall of Health (exhibit) at the NEA Representative Assembly
- NEA HIN presentation/exhibit at an NEA conference (Regional Leadership, ESP, NCUEA, etc.)
- NEA HIN social media network (Twitter, Facebook)
- State or Local Affiliate website, email, publication/newsletter or meeting/presentation
- ACI website (www.cleaninginstitute.org)
- ACI newsletter – *Cleaning Matters*®
- ACI Exhibit (NEA, AAFCS, NASN, FCCLA, NEAFCS)
- ACI meeting or presentation
- ACI SchoolTube Channel
- ACI social media network (Twitter, Facebook, LinkedIn, YouTube)
- Colleague, administrator, parent, other
- Other – Please specify. _____

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

09/20/2010
Date



Applicant/Nominator Signature

Sample



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ACKNOWLEDGEMENT FORM

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

I, Samantha Houston,
(State President or Executive Director name)

as State President
(Title)

of the Yorktown State Education Association,
(State Affiliate)

acknowledge that Darleen White
(Applicant/Nominee's Name)

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

Samantha Houston
(State President or Executive Director Signature)

10/23/2010
(Date)

SUMMARY OF ACCOMPLISHMENTS

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

School Characteristics:

I work in one facility, Yorktown Elementary School. It spans over \$50,000 sq
presents challenges for me and the other custodial staff because there are only

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 health and safety program I have implemented is focuses on cleaning for health and
recycling...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
Apt 1A
Yorktown, NJ 12345
555-900-8585

RESUME

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

Objective

To provide custodial leadership of buildings and grounds for work crew

Employment

2006-Present Yorktown Elementary, Custodian

Qualifications

Custodian with Yorktown Elementary since 2006.

Education

- Graduate of Yorktown School District in 1990
- Graduated from Young Technical School in 1992 (2 year course in advanced chemistry)
- Attended Yorktown State University from 1992-1996 in the School of Agriculture

Professional Recognition

Custodial Association President
Extra Special Kindness Award
Renovation Project Extra Effort Award

Other Experience

1996 to 2006 - Park Triangle Market - butcher's assistant.

LETTERS OF RECOMMENDATION

- *Must be typed*
- *Minimum of three (maximum of five) letters with one letter from someone at the school of the applicant*
- *Two page maximum for each letter*
- *Letters must note how long the writer has known the nominee and in what capacity the writer is able to comment on the applicant's professional work*

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

It is an honor for a UniServ Director to mentor a leader and help her develop, and achieve beyond our hopes or expectations. Working with her is a special opportunity. I hope that you will agree with me that I am proud to be a candidate and bestow on her the recognition as the 2011 National C.L.E.A.N. Award winner.

For the last two years that I have worked with Darleen, she consistently 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. I have known her for one year. 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 2011 C.L.E.A.N. Award.

Mark Parker, 3rd Grade Student

Yorktown Elementary School

SUPPLEMENTAL MATERIALS

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- **OPTIONAL**
- *Limit of up to four examples of additional materials (flyers, posters, articles, photos, training materials, videos/DVDs, etc.)*
- *A minimum of three (maximum of five) extra points will be awarded for supplemental materials*
- *Please do not send original copies of materials -- supplemental materials will not be returned*

Sample