

## CHECKLIST for 2019 Exemplary Education Endeavors (E<sup>3</sup>) Nomination

	Purpose	✓	Paragraph Starters	Helpful Hints
<b>Program Description</b>	Describe the educational problem or issue addressed by the program/activity.		The program/activity was initially developed in response to...	Tell the story behind the program/activity in a way that helps readers visualize its goals and understand the effectiveness of the program/activity. <b>Include dates of program/activity operation.</b>
			The goal of the program/activity...	
			The program/activity is a model that merits imitation because....	
<b>Impact Statements</b>	Describe the impact of the program/activity on students, staff, parents and/or the community		This program/activity enhances educational opportunities and experiences inside and outside of the classroom by...	Provide as much detail as possible including statistics, anecdotal evidence, quotes from credible and reliable sources.
			This program/activity increases [parent and/or community] involvement in the educational process by...	
			This program/activity prepares students for the workforce by....	
			This program/activity helps develop lifelong learning skills by...	
			This program/activity develops innovative initiatives, business partnerships or career pathways by...	
			This program/activity improves the quality of area public schools by...	
<b>Supporting Evidence</b>	Provide visual evidence of the program/activity		<b>A photo that represents the program/activity or event is required.</b>	Add pictures or videos of events, examples of publicity (news articles, newsletters) and/or letters of recommendation