

## R.E.B. Awards for Teaching Excellence – FAQs

### When is the deadline to submit an R.E.B Awards for Teaching Excellence nomination?

The completed nomination form must be submitted by **Monday, February 25, 2019 by 5:00 p.m.** The Nominee Response & Release and the Principal's Evaluation must be submitted by **Monday, March 25, 2019.**

**NOTE: Late or incomplete submissions will not be accepted. No exceptions will be made.**

### Where do I find the nomination form?

To nominate a teacher, follow this link:

<https://www.grantinterface.com/Home/Logon?urlkey=cfrichmondscholarship&>.

**New users**, create a profile in our online system and then enter **REB** in the **Access Code** field in the upper right. Click enter and then scroll down to find the blue **Apply** button to access the nomination form. Once you have started a nomination, it will appear on your dashboard each time you log on.

**Returning users**, log on and you will be taken to your dashboard of previous submissions. Please use the '**Forgot your Password**' feature if you are a returning user and having trouble logging on. Once logged on, click **Apply** at the top of the page and then enter **REB** in the **Access Code** field. Click enter and then scroll down to find the blue **Apply** button to access the nomination form. Once you have started a nomination, it will appear on your dashboard each time you log on.

**Not Sure?** If you think that you may already be registered in the system, please use the '**Forgot your Password?**' feature to confirm before creating a new account.

### Who can nominate a teacher?

- Teachers may not self-nominate.
- Nominations are welcome from all individuals except for the nominee's principal who will be responsible for an independent evaluation.
- No individual may nominate more than one teacher.
- Nominations made by students in grades K-5 must be accompanied by an endorsement from an adult within the space provided online.

### What teachers are eligible for nomination?

- Eligibility for the award is limited to full-time, classroom teachers in grades K-12 employed by the public school divisions of the City of Richmond, Counties of Chesterfield, Hanover, and Henrico, and the Department of Juvenile Justice in these localities.
- Teachers must have completed a minimum of three years of full-time service.
- Past winners become eligible at the beginning of the sixth year following their last award. (example: A teacher who wins an R.E.B. Award in 2017 will be eligible for consideration again in 2022.)
- A teacher cannot be selected as an award finalist more than twice during a five-year period.

### Can a teacher be nominated more than once in a program year? Will it increase their chances of being selected as a finalist?

Due to the high volume of nominations received by the Foundation, only one nomination per teacher will be advanced to the steering committee. If multiple nominations are received for the same teacher, the first complete nomination will be considered.

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### Should I inform the teacher of the nomination?

YES! Not only should you let the teacher know you plan to nominate them, but you should confirm that they have received the email your nomination generated. The email will give them access to the **Nominee Response & Release** section of the nomination they will be required to complete.

You should also follow up with the teacher's principal to be certain they have received the email to access the **Principal's Evaluation** portion of the nomination.

**NOTE:** Emails that are generated from the online system will come from 'The Community Foundation' and can sometimes get caught up in SPAM or Junk folders.

### Can I submit the nomination before the teacher and principal have completed their sections?

YES! You should submit the nomination by the stated deadline, whether the teacher and/or principal have completed their sections or not. Following that deadline, the teacher and principal have a separate and later deadline by which to complete their sections.

**NOTE:** Once you complete the **Nominee Response & Release** and **Principal's Evaluation** sections, regardless of whether you complete and submit the nomination, the teacher and principal will immediately receive an automated email prompting them to complete their sections. To avoid the teacher and principal completing their sections unnecessarily, please follow up with them should you decide not to complete and submit the nomination.

### Can I check on my nomination to be certain it was submitted and received by the Foundation?

YES! You can contact: Community Foundation - Stacey Keeley – [skeeley@cfrichmond.org](mailto:skeeley@cfrichmond.org) or 804-409-5602 or Alicia Dickinson – [adickinson@cfrichmond.org](mailto:adickinson@cfrichmond.org) or 804-409-5606

District Representatives are also available to answer questions about the process:

Chesterfield County Public Schools – Jennifer Rucker – 804-639-8922

Hanover County Public Schools – Jan Baker – 804-365-4537

Henrico County Public Schools – Tracie Weston – 804-652-3769

Richmond Public Schools – Darlene Currie – 804-780-7775

Department of Juvenile Justice – Letha Brooks – 804-588-3894

*Nominees whose online nominations do not contain all elements by the stated deadlines will not be considered further. Award recipients will be announced in November. **All decisions are final.***