September 2, 2019

Dear School Officials:

The CASBO Shasta Cascade Section would like to invite you and your district to participate in our second annual recognition program. **Cascade of Excellence Awards** to honor outstanding school support employees.

These may not be your highest profile employees, but rather those invaluable, dependable staff that work so hard every day for the students, parents and communities that we serve.

Who is the employee that comes to mind when we speak of the best support person in your district? This is the person we want you to nominate for this award. This is your opportunity to recognize the people who spend their professional career working hard to improve the educational endeavor for success in student learning. The staff member does not have to be a CASBO member to be nominated for this award.

Attached is the nomination form for the **Cascade of Excellence Awards**. Nominations are to be returned by **November 4, 2019**. The award recipients will be announced and presented at the CASBO annual winter event, **December 6, 2019, at the McConnell Foundation, Redding**.

I look forward to your participation in the **Cascade of Excellence Awards** Program.

Sincerely,

Raina Cable

Shasta Cascade Section
President 2019-20

Enclosure
2019/2020 Cascade of Excellence Award

Nomination Form

Instructions: This award is intended for individuals who have made outstanding contributions in the area of school business. Public education employees (K-14) providing related services are eligible. Return the form to Shasta Cascade Director III/IV 2019/2020: Jennifer Bickley/ Shasta Union High School District, 2200 Eureka Way, Ste B, Redding, CA  96001-0337, fax to 530-225-8499, or email to jbickley@suhsd.net.

Form must be completed and received by November 4, 2019

Area of Expertise: Check only one

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<th>Accounting</th>
<th>Maintenance &amp; Operations</th>
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<td>Administrative Assistant</td>
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Name of Nominee ________________________________ Position ____________________

District/County ________________________________ Phone ____________________

1. List/describe the outstanding contributions to school business or support services made by the nominee.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
2019/2020 Cascade of Excellence Award

2. List/describe the nominee’s expertise in their area of discipline.

3. Attach any other information supporting the nomination.

Submitted by ___________________________________________ Date ___________________

District ________________________________________________________________________

Address _______________________________________________________________________

Phone _________________________________________________________________________

Email _________________________________________________________________________