

MTS CARING STAFF AWARD 2018 (NON-TEACHING STAFF)

To nominate the non-teaching staff, fill in the nomination form and submit the form to the General Office. You may nominate more than 1 staff. (Please use separate forms if nominating more than 1 staff.)

To be eligible, staff must presently be in service and should fulfil one or more of the following criteria:

- Demonstrate **attitude to serve**
- Have gone the extra mile to **show care** for students and others
- **Respond promptly** to needs of students and others
- Have been **effective** in addressing concerns of students and others
- Be reflective and **models continuous learning**
- Contribute to the **learning** of others (students, teachers or other staff members)

Please note that nominees may also be considered towards nominations for other awards. E.g. MOE Service Excellence Award

Nominee details:

Full Name (Dr/Mr/Mrs/Mdm/Ms): _____

Name of School: MEE TOH SCHOOL

Level: _____

Nominated by:

Full Name (Dr/Mr/Mrs/Mdm/Ms): _____

Occupation: _____

Telephone: _____ (H) _____ (Hp) _____ (O)

Relationship to nominee: () Student () Ex-student () Colleague
() Parent (Child's name & Class: _____)

Please tell us how this staff has made a difference in your child's or your life. It will be helpful if you can give concrete examples, specific evidence or detailed descriptions of what the nominee has done to deserve the award.

Signature: _____ Date: _____

Remarks: Please make copies or write on the back if more space is desired.

1 nomination per form
Submit all nominations to the G.O. by
Monday 24th September 2018, 5.00 p.m.