

Readington Home School Association, Inc.

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P.O. Box 700, Whitehouse Station, New Jersey 08889

March 7, 2022

Dear Readington HSA Families,

Each year the Readington Home School Association sponsors a **“Program Recognition Award”** which honors innovative, extra-curricular programs that are designed and run by the talented staff in the Readington Township Schools. The recipient of the award receives a \$250.00 grant to be used for their program.

We are seeking nominations for this award. If interested, you may submit a written recommendation regarding your nominee for this award. The letter is to be one page or less and should state the name of the program, the name(s) of the staff member(s) in charge and the reasons for the recommendation.

The program nominated must be outside everyday classroom curriculum yet may be inclusive of specials, enrichment programs, clubs, after school activities and /or a short-term program.

All nominations must be received **by April 14, 2022** and should be submitted via email to the Readington H.S.A. at [readingtonschoolhsa@gmail.com](mailto:readingtonschoolhsa@gmail.com) with the subject “PROGRAM RECOGNITION AWARD”. Recommendations will be reviewed by the H.S.A. Executive Committee. The Executive Committee will decide on one candidate for the district, and its choice will be presented to the Board of Trustees for approval at the May Business Meeting, which will be held on May 11, 2022 at 7 p.m. via Zoom.

We thank you in advance for assisting us with this endeavor. As always, we appreciate your ongoing support for our schools.

Sincerely,

Lindsay Salaj  
Readington H.S.A. WHS VP and Award Chair

## **PROGRAM RECOGNITION AWARD**

### **READINGTON HOME SCHOOL ASSOCIATION**

## **CRITERIA GUIDELINES**

### **ELIGIBILITY REQUIREMENTS**

1. The program must be currently recognized by the Readington Board of Education.
2. The program must be held on the premises of one of the four schools – Readington Middle School, Holland Brook School, Whitehouse School or Three Bridges School.
3. The program needs to be run and/or supervised by a current employee of the Readington Board of Education during the 2021-22 school year.
4. The program must be outside of the everyday classroom curriculum. It may be inclusive of specials, enrichment programs, clubs, after school activities, and/or short-term programs.

### **RECOMMENDATION PROCEDURES**

1. A recommendation may be submitted in writing, to the H.S.A. Executive Committee, regarding your choice for the Program Recognition recipient via email. The letter should not exceed one page. It should state the program, the staff member(s) in charge and the reasons for recommendation.
2. The recommendation must be received by the H.S.A. Executive Committee no less than 2 weeks prior to the May Business Meeting or as otherwise may be directed by the President of the H.S.A. **Deadline is April 14, 2022 this year.**
3. The recommendation will be reviewed by the H.S.A. Executive Committee prior to the May Business Meeting.
4. The H.S.A. Executive Committee will decide on one candidate for the district and will present its choice to the Board of Trustees at the May Business Meeting.
5. At the May Business Meeting, a motion will be made to accept the Executive Committee's candidate. If no motion is passed, there will be no award presented that school calendar year.

### **PRESENTATION OF THE AWARD**

1. The program winner will be awarded with \$250.00 to be used towards the recognized program. The winner(s) will be presented with the award after the May Business Meeting once approved by the Board of Trustees.