

SAMPLE MEMO TO STAFF

TO: OSSTF members of _____ (school/BU)

FROM: School/BU Chairperson

RE: Bishop Townshend Award for Educator Excellence

DATE:

Please consider nominating a staff member for the Bishop Townshend award for teacher excellence.

This award is jointly sponsored by OSSTF District 11, the Anglican Diocese of Huron and the Thames Valley District School Board.

A series of criteria is included for your guidance when considering a nominee (please see attached criteria form). Once nominations have been received, a committee within the school/BU will make the final selection.

Please submit the name of your nominee **no later than (school / BU deadline)**.

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CRITERIA

The criteria for selection of the recipient of this award are derived from Bishop Townshend's philosophy of education. He believed that students must receive education in spiritual, physical, intellectual and social realms if they are to live a more abundant life. The teacher that helps the student develop in such a well - rounded fashion would also demonstrate excellence in the four areas of spiritual, physical, intellectual and social development. Of course, no teacher could possibly demonstrate all to perfection. We offer the following criteria merely as guidelines to help the branch committee select their candidate.

THE RECIPIENT IS:

SPIRITUAL

- Shows love and respect for things of God.
- Teaches humanitarian ideals by precept and example.
- Exhibits tolerance for others.