

## The Kirkwood Distinguished Service Award

The Cedar Park High School Band Boosters, whose members and leadership are all volunteers, recognized the need to acknowledge the invaluable services that our members provide to support the students and directors of the CPHS band program. Established in 2009, the Kirkwood Distinguished Service award is the highest level of recognition to be presented annually for distinguished volunteer service. This award is named in honor of Carla and Kerry Kirkwood who exemplified distinguished service during their eleven years of dedicated, selfless, tireless volunteer work on behalf of the band. Carla and Kerry Kirkwood shaped the volunteer spirit, energy and organizational excellence of the CPHS band boosters.

### Award Criteria

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To be nominated, the individual (or couple) must:

- a) Have a minimum of three (3) years of confirmed service to the CPHS Band boosters, and
- b) Be active in the CPHS Band Booster organization in the year of the nomination/award.

The award honoree(s) will be determined to be the nominated individual (or couple) who has (have) modeled the following behavior:

#### Consistent Excellence

Those who, day in and day out, year after year, demonstrate excellence in their attitude and volunteer service performance. Examples:

- Interacts with others in a positive, enthusiastic and cheerful manner
- Earns the respect of booster members, volunteers, students, band directors and others
- Assists others willingly with challenges that impact the success of the band program
- Demonstrates extensive knowledge and competence in a wide array of volunteer activities
- Uses knowledge and expertise to troubleshoot/solve problems quickly
- Acts as a team player and encourages teamwork in the booster organization
- Exhibits a high degree of professionalism

#### Exceptional Performance

Those who demonstrate exceptional performance, above and beyond the call of duty and/or complete a task with a high level of excellence. Examples:

- Completes challenging volunteer tasks with little direction or supervision
- Accepts responsibilities and performs duties above and beyond what is normally expected
- Goes above and beyond to help complete volunteer assignments
- Plays a key role in promoting the CPHS band program and the boosters
- Provides volunteer services which are well above average participation levels

#### The CPHS Band Community

Those who perform volunteer activities that significantly enhance our sense of community spirit. Examples:

- Acts as a mentor for others by providing advice, guidance, feedback and encouragement
- Helps to integrate new volunteers into the band community
- Shares personal knowledge and skills with others in an effort to promote the welfare of the band program and the students and faculty served.
- Serves as a positive role model for others; the ideal servant leader.

## **Selection Process**

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A three-member committee –Chair person (appointed by the Vice President), One adult member from the band membership at large, One student leader or another adult member. The committee will collect the nomination forms and compile a list of possible awardees. The final number of awards given will be at the discretion of the Committee Chair, Vice President and Lead Band Director.

## **The Award**

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The Kirkwood Distinguished Service Award is intended to recognize the efforts that exceed the standard job requirements of any volunteer position. It is possible that some years may have several honorees and other years may not have any. Recipients will receive a suitable commemorative plaque. In addition, awardees will have their names inscribed on a permanent plaque prominently displayed in the CPHS Band Hall. The Head Band director or designee will present the award at the annual band banquet. Recognition of the award recipients will also be made on the band booster website.

## **Nomination Process and Deadline**

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Any member of the band community may submit nominations – LISD/CPHS school administrators, faculty or band booster members or former members. Nomination forms must be returned to the CPHS Band Boosters Vice President no later than May 3, 2016.

Email: [vice-president@cedarparkbands.org](mailto:vice-president@cedarparkbands.org)

## **Nomination Form** (see next page)

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## Cedar Park High School Band Boosters Kirkwood Distinguished Award Nomination Form

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**Nominee(s)** \_\_\_\_\_

**Nominator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Nominee(s) Years of Service** (i.e. 2011 - 2016) \_\_\_\_\_

**Areas of Service** \_\_\_\_\_

**Nomination Statement** – your statement as to why you feel the person or couple should receive the Kirkwood Distinguished Service Award. (Please limit narrative to the space provided below)