



Shelton School District  
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## Nomination for Naming a School Facility

\*Nomination forms will only be accepted with completed exhibits and background materials.

### Submit applications and recommendation letters

**By Mail to:** Shelton School District – Facility Naming Committee  
700 S. 1<sup>st</sup> St., Shelton, WA 98584

**By Email to:** [goodnews@sheltonschools.org](mailto:goodnews@sheltonschools.org) – Subject: Nomination for Naming a School Facility

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### Facility to be Named:

**Facility Named for a Person, Person(s) or Group of People - The name to be considered is based on the following categories: (Check all applicable boxes.)**

- The person(s)/group has made or is making significant contributions to the District and whose virtues or characteristics will serve as role models to students, staff and the community.
  - a. Contributions should be commensurately related to the building, space, or facility proposed for naming.
  - b. Contributions or service may have been through employment, volunteer service, board service, or through significant gifts or money or property to the School District.
- The person(s)/group has been employed by the District, or held office in the District, has given extraordinary service to the District in a teaching or administrative field with such exceptional distinction that his or her contributions are widely recognized by his or her peers, both in the district and elsewhere. These perspective honorees must have ceased service from the District for five (5) consecutive years prior to the naming.
- The person(s)/group is making or has made significant contributions to public education or has made some significant connection with the District either as a student, an alumnus, a staff member, an administrator, a donor, or a supporter.
- The person(s)/group has made substantial contributions to his or her field of endeavor or to society in general.
- A facility may be named for a member of the District's Board of Trustees who made significant contributions during his or her term and who is not a current member of the Board at the time.
- The person(s)/group worked for the District and has been in education for at least 20 years, has been a distinguished District employee for at least 10 years, and is retired or deceased.
- A name may be reused for facility naming purposes in the event a facility is consolidated or demolished.



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## **Nomination Requirements**

All submissions will be presented in writing, and with supplemental material, and will contain a minimum of a 250-word statement for each category of information listed below:

### **1. Biographical or Historical Data (250-1,000 words)**



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**2. Description of the significant contribution(s) or historical significance (250-500 words);**



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**3. An impact statement explaining why a facility or school should be named after this person(s), group, event, place, subdivision, geographic area or donor (250-500 words).**



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## Letters of Recommendation

Three letters of recommendation from non-relatives, who reside, own a business, or have been employed within the City of Shelton, WA are required. The individual may also have some other major affiliation with the Shelton community to submit a recommendation.

## Supplemental Materials

Other supplemental materials, including but not limited to in-depth biographical or historical information, news clippings, photos, letters of recommendation, and/or other printed resources that would assist the Board in making a decision should accompany the nomination form.

## Permission from Family and/or Nominee (if possible)

All efforts should be made to contact the recommended name or the family in order to establish a point of contact.

**Nominee/Family Member Name:**

**Address:**

**Phone Number:**

**Email Address:**

**Relationship:**

**Submitted By**

**Name:**

**Address:**

**Phone Number:**

**Email Address:**

**Signature:**

**Date:**