

## Employers for Education Excellence Award 2008 Application Form

The **Employers for Education Excellence (EEE) Award** honors employers who implement a policy to encourage and support employees who actively participate in activities of schools. The Texas State Board of Education (SBOE) will select employers that meet the criteria for bronze, silver, or gold level recognition. The Board will honor recipients of the Employers for Education Excellence Award by presenting a certificate that includes their recognition level at the November board meeting. EEE Awards are valid for three years.

### I. Employer Information

Texas State Board of Education District # _____ Award Level _____	
To find out which district the employer is located in, go to the website: <a href="http://www.fyi.legis.state.tx.us/">http://www.fyi.legis.state.tx.us/</a> . Type in required information.	FOR AGENCY USE ONLY
Employer _____	Contact Person _____
Address _____	TX _____
Street and/or P.O. Box	City
Zip Code	Zip Code
Phone # (____) _____	Email address _____

### II. Eligibility Criteria

Please select ( ✓ ) the level of recognition you are applying for.

\_\_\_\_\_ **Bronze Award**

The employer must meet all of the following criteria:

- Have a written policy that allows employees to attend parent-teacher conferences during work time.
- Allow employees to attend parent-teacher conferences during work time without having to use vacation or sick leave.
- Maintain records that show evidence that employees attended parent-teacher conferences.

### \_\_\_\_\_ **Silver Award**

The employer must meet all of the following criteria:

- Have a written policy that allows employees to attend parent-teacher conferences or take part in school volunteer activities during work time.
- Allow employees to attend parent-teacher conferences or take part in volunteer activities during work time without having to vacation or sick leave.
- Have a written policy that includes procedures for tracking volunteer hours.
- Maintain records that show evidence that employees attended parent-teacher conferences or took part in school volunteer activities.
- At least 1% of the employer's workforce attends parent-teacher conferences or takes part in volunteer activities on an annual basis.

### \_\_\_\_\_ **Gold Award**

The employer must meet all of the following criteria:

- Have a written policy that allows employees to attend parent-teacher conferences, take part in school volunteer activities, or participate in student mentoring activities during work time.
- Allow employees to attend parent-teacher conferences, take part in school volunteer activities, or participate in student mentoring activities during work time without having to use vacation or sick leave.
- Establish a mentoring program in conjunction with a local school or district designed for employees to meet with and mentor students to promote academic and social success. Structured mentoring activities may include traditional one-to-one, group, team, or e-mentoring and should be built around regular, frequent contact.
- Have a designated employee who oversees internal coordination of the mentoring program.
- Have a written policy that includes procedures for tracking volunteer hours and mentoring activities.
- Maintain records that show evidence that employees attended parent-teacher conferences, took part in school volunteer activities, or participated in student mentoring activities.
- At least 1% of the employer's workforce participates in mentoring activities for a minimum one year (or school year) commitment.

**III. Describe the school activities employees have actively participated in.**

*For consideration of silver or gold level recognition, please include the percentage of employees who take part in school activities.*

**IV. School or District Partner**

School/District _____	Contact Person _____	
Address _____	TX _____	
<small>Street and/or P.O. Box</small>	<small>City</small>	<small>Zip Code</small>
Phone # (____) _____	Email address _____	

**V. Declaration**

I declare that all the information provided in this application is correct and true to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*The State Board of Education reserves the right to request documentation for eligibility determination for the **Employers for Education Excellence Award**.*

**VI. Application Submission**

A complete application must be submitted by **July 31st** of the current year to:

**Texas Education Agency  
Department of State Initiatives  
Employer for Education Excellence Award  
1701 Congress Avenue, 5-120  
Austin, Texas 78701**

For additional information, e-mail [EIP@tea.state.tx.us](mailto:EIP@tea.state.tx.us).

