



**Florida Department of Education**  
**Family and Community Involvement Award**

**Timeline**

- August** Applications are distributed to district volunteer coordinators.
- February 14** Applications must be submitted online by clicking [2019-2020 Family and Community Involvement Award](#). All documentation must be submitted electronically as part of the online application. Submissions received after **February 14** will not be considered.
- February** State selection committee reviews nominees.
- May** Announcements of Family and Community Involvement Award winners are made.

**Eligibility**

The Florida Department of Education Family and Community Involvement Awards are presented annually to exemplary programs/projects in Florida schools and serve to highlight and promote innovative school practices that increase and sustain family and community involvement.

Entries will be judged in each of two categories: Elementary (PreK-5) and Secondary (6-12). Each district may submit two nominations: one for an elementary school program and one for a middle or high school program. Statewide, a total of ten schools may win the Family and Community Involvement Award, two schools from each of Florida's five reporting regions.

The nomination is to be generated by the School Advisory Council, with input from the school's PTA or parent organization. Entries must be school-based projects that focus on specific school-initiated family and community involvement activities and strategies.

**Nomination Criteria**

A nomination for the Family and Community Involvement Award should reflect innovative practices in support of parents, family members, staff, and community groups. These practices include strategies that address the following:

- 1) Removing barriers between school, family, and community
- 2) Including families from all backgrounds

- 3) Providing educational enrichment for families
- 4) Enhancing parenting skills and empowering better decision-making
- 5) Facilitating communication between staff, parents, and community
- 6) Strengthening collaboration with the community
- 7) Promoting volunteerism
- 8) Cultivating student learning, academic success, and positive development

### **Application Scoring**

The Family and Community Involvement Award nominations will be scored based on the following domains. Each is worth a possible 10 points for a total of 60 points.

- **Purpose and Innovation of Program/Project:** Consider the capacity of the program/project to meet a school-based need as identified in the school improvement plan; consider the level of creativity or innovation and strategies used to meet that need.
- **Relationship to School Improvement Goals:** Consider the degree to which the program/project directly aligns to one or more school-improvement goals and fosters overall improvements to the school.
- **Outreach to Families and the Community:** Consider the degree of outreach used and success in soliciting family and community participation in the program/project; e.g., newsletters, social media, flyers, announcements, word of mouth.
- **Engagement of Families and the Community:** Consider the degree to which families and community members are engaged in and supportive of the program/project.
- **Ability to Sustain and Replicate the Program/Project:** Consider the cost, time commitment, and steps necessary in replicating, continuing or building upon the program/project.
- **Impact of Program/Project:** Consider the degree to which families and the community are encouraged and inspired to remain meaningfully engaged with the school, and in what ways and to what degree this involvement supports student learning.

### **Application Submission**

Once state eligibility requirements have been met and district nominations have been determined for each of the two categories, Elementary and Secondary, the District Volunteer Coordinator may access the Family and Community Involvement Award nomination by clicking [2019-2020 Family and Community Involvement Award](#). A separate nomination form must be submitted for each award category.

Acknowledgement statements from the Superintendent and the Principal with their signatures must be submitted. (See samples page 4.) Please name these files: [\[DISTRICT-Superintendent's Last Name\]](#) or [\[DISTRICT-Principal's Last Name\]](#) and upload with application.

Applications must be received by **Friday, February 14**, in order to be considered by the selection committee. The selection committee will consider and review only the required materials, thus additional materials should not be submitted with the application.



**SAMPLE SUPERINTENDENT ACKNOWLEDGEMENT STATEMENT with SIGNATURE:**

Please name this file: *[DISTRICT-Superintendent's Last Name]* and upload with application.

[OFFICIAL SCHOOL DISTRICT LETTERHEAD]

[Month XX], 2020

With pleasure, [SCHOOL DISTRICT] nominates [PROGRAM NAME] as a candidate for the **2019-2020 Family and Community Involvement Award**.

Additional information or questions concerning our nomination may be directed to [NAME], Volunteer Coordinator at [PHONE] or by email at [EMAIL ADDRESS].

Sincerely,

[NAME], Superintendent  
[SCHOOL DISTRICT]

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**SAMPLE PRINCIPAL ACKNOWLEDGEMENT STATEMENT with SIGNATURE:**

Please name this file: *[DISTRICT-Principal's Last Name]* and upload with application.

[OFFICIAL SCHOOL LETTERHEAD]

[Month XX], 2020

With pleasure, [SCHOOL] nominates [PROGRAM NAME] as a candidate for the **2019-2020 Family and Community Involvement Award**.

Additional information or questions concerning our nomination may be directed to [NAME], Volunteer Coordinator at [PHONE] or by email at [EMAIL ADDRESS].

Sincerely,

[NAME], Principal  
[SCHOOL]