

# Human Rights Award Toolkit



*The union of 70,000 educators*



# TOOLKIT CONTENTS

|  |                                     |
|--|-------------------------------------|
| <i>Suggested Local Human Rights Award Timeline</i> .....           | 3                                   |
| <i>Local Announcement to Members</i> .....                         | 5                                   |
| <i>Suggested Local Nominee Application Process</i> .....           | 6                                   |
| <i>Suggested Local Selection Guidelines</i> .....                  | 7                                   |
| <i>Local Nomination Form</i> .....                                 | 8                                   |
| <i>Congratulatory Letter</i> .....                                 | 9                                   |
| <i>Local Nominee Application and Statement of Experience</i> ..... | 10-11                               |
| <i>Local Human Rights Award Rubric</i> .....                       | 12-13                               |
| <i>Announcement to Membership</i> .....                            | 14                                  |
| <i>Letter to the Editor</i> .....                                  | 15                                  |
| <i>Local Advertisement</i> .....                                   | 16                                  |
| <i>News Release</i> .....  | 17                                  |
| <i>Local Certificate</i> .....                                     | <i>sample included in materials</i> |

# QUESTIONS

Please contact the Education Minnesota Human Rights Committee if you have any questions.

Email: [humanrights.committee@edmn.org](mailto:humanrights.committee@edmn.org)

Phone: 651-292-4863 or 800-652-9073

This toolkit is also available on our website at [www.educationminnesota.org](http://www.educationminnesota.org)

# SUGGESTED LOCAL HUMAN RIGHTS AWARD TIMELINE

| OCTOBER – JANUARY Local Activity  | Sample Documents   |
|---|--|
| Local announces local Human Rights Award program via email or print, and sets a deadline for nominations to be turned in  | Local Announcement to Members (page 5)   |
| Local sets application due date   |  |
| A local nomination form will be used to nominate members for the award  | Local Nomination Form (page 8)   |
| Local appoints a selection committee where one designee is in charge of managing the nominations. This can be an already existing structure, e.g. executive committee, sunshine committee, etc. |  |
| Local congratulates all nominees  | Congratulatory Letter (page 9)   |
| Local provides each nominee an application to complete  | Local Nominee Application (page 10), including the Statement of Experience (page 11) |
| FEBRUARY Local Activity   | Sample Documents   |
| Local selection committee meets to select its Human Rights Award recipient  | Local Human Rights Award Rubric (page 12)  |

| MARCH AND APRIL Local Activity                                  | Sample Documents                         |
|---|--|
| Local announces and recognizes its Human Rights Award recipient | Local Announcement to Members (page 14)  |
| Complete certificate and present to awardee                     | Sample Certificate-included in materials |
| Hold a special membership meeting                               |  |
| Recognize at staff/district meeting                             |  |
| Introduce at the school board meeting during public forum       |  |
| Write a letter to the editor in the local paper                 | Letter to the Editor (page 15)           |
| Advertisement in the local paper                                | Local Advertisement (page 16)            |
| News Release  | News Release (page 17)                   |

**Submit local award to Education Minnesota by March 1 for consideration for statewide award.**

# **LOCAL ANNOUNCEMENT TO MEMBERS**

**Attention [insert local name here] members!**

[insert local name] is seeking nominations for a local Human Rights Award. This program recognizes the phenomenal work that our members do voluntarily.

Nominations are accepted from [insert date] to [insert date]. Nominations should be submitted to [insert locally designated person's name and contact information].

**Who is eligible for this distinction?**

All [insert local name] members who have participated or engaged in relevant service or activities. Anyone may nominate another member and self-nominations are also accepted.

**For more information contact [insert local contact and contact information].**

# **SUGGESTED LOCAL NOMINEE APPLICATION PROCESS**

Each nominee should complete and submit the following documents to the local:

1. Nominee Application — Page 10
2. Statement of Experience — Page 11



# SUGGESTED LOCAL SELECTION GUIDELINES

Awards are presented to nominees who meet one or more of the following criteria through work, contributions or programs. The criteria are not listed in order of importance. Nominees will be rated on a scale of 5 to 1 for each criterion where “5” represents very strong evidence of the criterion and “1” represents minimal evidence of the criterion.

- Helped protect and advance the human and civil rights of educators and/or students.
- Designed and implemented project(s) to inform the membership about the meaning of human and civil rights and how they can be protected or are abridged.
- Designed and initiated plans that identify and encourage the use of effective teaching materials reflecting the value of diversity.
- Worked to eradicate discrimination within the profession.
- Promoted equal educational opportunity and access for all students.
- Worked to eliminate hate-motivated incidents and/or harassment.
- Worked to reduce violence and promote peace.
- Helped to eliminate stereotyping in the curriculum, in the schools or in the community.
- Established or improved an effective human rights program.
- Worked to educate others about extremists who threaten the human and civil rights of others.
- Worked to promote educational opportunity for physically and/or mentally challenged students.
- Worked to build more effective partnerships with family, school and communities of color.
- Implemented a successful model of differentiated instruction to reach diverse learners in the classroom.

# LOCAL NOMINATION FORM

*(insert local name here) Human Rights Award Nomination Form*

Name of Nominee: \_\_\_\_\_

Job Position: \_\_\_\_\_

Address (Street): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone # (Primary): \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

## *Nominator Information:*

Name: \_\_\_\_\_

Job/Role: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

Address (Street): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

In a letter please include with this nomination form a description of how you came to know the nominee's work and why you think he/she is worthy of consideration for this award. Please limit your letter to no more than 700 words.

Signature of Nominator: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this completed form no later than [insert local end date] to [insert locally designated person's info here].

# CONGRATULATORY LETTER

Dear [insert nominee's name],

Congratulations on being nominated for the [insert local name] Human Rights Award. [insert nominator name] has nominated you because [insert reason from nomination form]. Your work is a valuable service to the community and we are proud to recognize your dedication and service.

Enclosed are the materials needed to complete your application process for [insert local name] Human Rights Award. Keep in mind that these are due by [insert due date]! Feel free to contact me with any additional questions.

Sincerely,

[insert local contact and contact information]

# LOCAL NOMINEE APPLICATION

*[insert local name] Human Rights Award Nominee Application*

Please use this form to submit the application. Failure to provide all requested information may result in disqualification.

## *Nominee Information*

Nominee: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

School/Worksite: \_\_\_\_\_

Job Title: \_\_\_\_\_

# LOCAL NOMINEE APPLICATION: STATEMENT OF EXPERIENCE

**Instructions:** In a letter, provide examples to illustrate your experience with one or more of the following criteria. Please limit your letter to no more than 700 words.

- Helped protect and advance the human and civil rights of educators and/or students.
- Designed and implemented project(s) to inform the membership about the meaning of human and civil rights and how they can be protected or are abridged.
- Designed and initiated plans that identify and encourage the use of effective teaching materials reflecting the value of diversity.
- Worked to eradicate discrimination within the profession.
- Promoted equal educational opportunity and access for all students.
- Worked to eliminate hate-motivated incidents and/or harassment.
- Worked to reduce violence and promote peace.
- Helped to eliminate stereotyping in the curriculum, in the schools or in the community.
- Established or improved an effective human rights program.
- Worked to educate others about extremists who threaten the human and civil rights of others.
- Worked to promote educational opportunity for physically and/or mentally challenged students.
- Worked to build more effective partnerships with family, school and communities of color.
- Implemented a successful model of differentiated instruction to reach diverse learners in the classroom.

# LOCAL HUMAN RIGHTS AWARD RUBRIC

Please score each application on each criterion, in which 5 represents very strong evidence of the criterion and 1 represents minimal evidence of the criterion

| CRITERIA<br>Candidate must meet one or more of five criteria.  | SCORE<br>Rank 5 to 1 | COMMENTS<br>Overall impression of this candidate |
|--|----------------------|--|
| <b>Criterion #1</b><br>Helped protect and advance the human and civil rights of educators and/or students.   |                      |  |
| <b>Criterion #2</b><br>Designed and implemented project(s) to inform the membership about the meaning of human and civil rights and how they can be protected or are abridged. |                      |  |
| <b>Criterion #3</b><br>Designed and initiated plans that identify and encourage the use of effective teaching materials reflecting the value of diversity.                     |                      |  |
| <b>Criterion #4</b><br>Worked to eradicate discrimination within the profession.   |                      |  |
| <b>Criterion #5</b><br>Promoted equal educational opportunity and access for all students.   |                      |  |

| <b>CRITERIA</b><br>Candidate must meet one or more of five criteria.   | <b>SCORE</b><br>Rank 5 to 1 | <b>COMMENTS</b><br>Overall impression of this candidate |
|--|-----------------------------|---|
| <b>Criterion #6</b><br>Worked to eliminate hate-motivated incidents and/or harassment.   |                             |   |
| <b>Criterion #7</b><br>Worked to reduce violence and promote peace.  |                             |   |
| <b>Criterion #8</b><br>Helped to eliminate stereotyping in the curriculum, in the schools or in the community.                   |                             |   |
| <b>Criterion #9</b><br>Established or improved an effective human rights program.  |                             |   |
| <b>Criterion #10</b><br>Work to educate others about extremists who threaten the human and civil rights of others.               |                             |   |
| <b>Criterion #11</b><br>Work to promote educational opportunity for physically and/or mentally challenged students.              |                             |   |
| <b>Criterion#12</b><br>Work to build more effective partnerships with family, school and communities of color.                   |                             |   |
| <b>Criterion #13</b><br>Implemented a successful model of differentiated instruction to reach diverse learners in the classroom. |                             |   |

# ANNOUNCEMENT TO MEMBERSHIP

We would like to take a moment to congratulate [insert awardee name] on being selected as our local Human Rights Award recipient this year!

Many of you may know [insert awardee name] in [his/her] work at [insert worksite] doing [insert job title].

[Give a brief description of why he/she was chosen]

If you see [insert awardee name], be sure to congratulate [him/her]!



# LETTER TO THE EDITOR

The [insert local name here] has awarded [insert awardee name] the Human Rights Award.

[insert name] works at [insert school name] as a [insert job title].

[Explain briefly why he or she was chosen].

[insert winner's name] exemplifies the outstanding work of our members in and out of the schools.

# LOCAL ADVERTISEMENT

CONGRATULATIONS TO *[insert awardee], [insert local name here]* HUMAN RIGHTS AWARD RECIPIENT!

[insert local logo here]

[insert photo of winner here with job title]

[Contact your Education Minnesota Field Staff person for assistance on creating this advertisement.]

# NEWS RELEASE

For more information:

[insert name and phone number]

[insert school district name and winner's job title] selected for local award

City, State and Date —[insert local award winner and job title here] has been selected as the [insert local name] Human Rights Award Recipient of the Year.

[insert short descriptive bio of individual]

[insert description of local union; number of members, community served, number of students, etc.]

## Notes

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# Congratulations!

*Sampe*

## Human Rights Award

Local President



The union of 70,000 educators







*The union of 70,000 educators*

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651-227-9541 • 800-652-9073 • Fax 651-292-4802  
[www.educationminnesota.org](http://www.educationminnesota.org)

*Education Minnesota is an affiliate of the American Federation of Teachers,  
the National Education Association and AFL-CIO.*

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