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 with a certificate that includes their recognition level. Certificates will be mailed to each honoree. EEE Awards are valid for three years.
Application Instructions: You may **1)** Print out application, fill out and mail or fax in **2)** Fill out application electronically, print and mail or fax in **3)** Fill out application electronically and submit by email. If you have questions about the application process, contact DeEtta Culbertson at (512) 463-9839.
Award Reapplication: Businesses are eligible to reapply for same award level every 3 years. Application for a different award level is acceptable yearly.

I. Employer Information

Employer Name

Type of Business or enterprise

Employer Address

Street and/or P.O. Box City

TX

Zip Code

Employer contact

Contact phone

(Area Code) + Number

Contact Email address

Award Reapplication (if applicable)

Has this business received an **Employers for Education Excellence** award in the past 3 years?

☐ Yes ☐ No

If **YES**, please indicate year and level of award received.

Year ☐ Bronze Award ☐ Silver Award ☐ Gold Award

Texas State Board of Education District # To find out which district the employer is located in, go to the website: www.fyi.legis.state.tx.us . Type in required information.	Award Level _____ FOR AGENCY USE ONLY

II. Eligibility Criteria

Please select an award level. Employer must meet all criteria in selected award level.

☐ **Bronze Award**

To be considered for the bronze award, the employer must meet the following criteria:

- Have a policy or procedure that allows employees to attend parent-teacher conferences during work time.
- Maintain records that show evidence that employees attended parent-teacher conferences, or provide a signed letter from the human resources director or president/chief executive officer confirming that employees may attend parent-teacher conferences.

☐ **Silver Award**

To be considered for the silver award, the employer must meet the following criteria:

- Have a policy or procedure that allows employees to attend parent-teacher conferences or take part in school volunteer activities during work time.
- Have a policy or some procedure which tracks employees' volunteer hours.
- Maintain records that show evidence that employees attended parent-teacher conferences or took part in school volunteer activities, or provide a signed letter from a supervisor confirming this participation.
- At least 1% of the employer's workforce with school-age children attends parent-teacher conferences or takes part in volunteer activities on an annual basis.

☐ **Gold Award**

To be considered for the gold award, the employer must meet the following criteria:

- Have a policy or procedure that allows employees with school-age children to attend parent-teacher conferences, take part in school volunteer activities, or participate in student mentoring activities during work time.
- 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 policy or some procedure which tracks employees' 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, or provide a signed letter from a supervisor confirming this participation.
- 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.

III. **Continued** *(if more space is needed)*

IV. School or District Partner

Name of School or District

Company Name

School/District

District Contact Person

Address

Street and/or P.O. Box City

TX

Zip Code

Phone

(Area Code) + Number

Email address

V. Declaration by School Official

Date

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

Signature of Official

☐ By selecting this box, I designate the above electronic version of my name as my signature.

VI. Declaration by Business

Date

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

Signature of Applicant

☐ By selecting this box, I designate the above electronic version of my name as my signature.

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

VII. Application Submission

A complete application must be submitted to:

Texas Education Agency
Department of Communications
Employer for Education Excellence Award

1701 N. Congress Avenue
Austin, Texas 78701
FAX: (512) 463-9838

For additional information, call (512) 463-9839.

Submit by Email

Print Form