

# Notice of Nomination Letter

Dear: \_\_\_\_\_

*(Nominator: Please write name of nominee here.)*

You have been nominated for a 2010 Covenant Award as an outstanding Jewish educator. The Award carries with it a prize to the winner of \$36,000 and an additional \$5,000 to the winner's home institution. Up to three Awards will be made this year.

If you wish to accept this nomination, please send the following information in a single packet to the 2010 Awards Selection Committee, The Covenant Foundation, 1270 Avenue of the Americas, Suite 304, New York, NY, 10020-1702. All materials must be received no later than 5:00 p.m. EST on Tuesday, December 1, 2009. Electronic copies of these documents must also be submitted as e-mail attachments. The e-mail must be sent to [awards@covenantfn.org](mailto:awards@covenantfn.org), and the subject line must contain your first and last name.

1. **Biographical Information.** Please do not substitute a resume in place of this information. The Biographical Information must include the following parts:

- a. Information about yourself (each entry should be on a separate line): Name; organization; professional title; street address; city, state, zip; telephone number (day/work); telephone number (evening); e-mail address; and date submitted. Please note that the Foundation will use this address for all future correspondence. Please ensure that it is correct and indicate whether it is your work or home address.
- b. Training information (each entry should be on a separate line): List all training and post-secondary general education, dates attended, and all degrees awarded, including areas of concentration.
- c. Professional positions held (each entry should be on a separate line): List the positions chronologically, with the most recent listed first. List up to four positions you have held in Jewish education, including the institution's name and full address, your professional title, duties, and most significant achievements.
- d. Teaching and leadership positions held (each entry should be on a separate line): List other related teaching and leadership positions you have held, including sponsoring institution and dates participated.
- e. Honors and awards received (each entry should be on a separate line): List the most significant honors and awards you have received (up to five). Please indicate the nature of the award, the organization that made the award, and the date it was received.
- f. Publications, if applicable. If you have more than ten publications, please include only the ten most recent or relevant.

2. **Statement of Motivation.** The Statement of Motivation must not exceed three 8 ½" x 11" double-spaced, single-sided pages, using 12-point font. It may not exceed 1000 words. The statement should highlight the formative experiences that compelled you to become a Jewish educator. It may include a description of educational programs or life experiences that have formed the basis of your commitment to transmitting Judaism.

3. **Statement of Purpose.** The Statement of Purpose must not exceed three 8 ½" x 11" double-spaced, single-sided pages, using 12-point font. It may not exceed 1000 words. The statement should describe what you hope to achieve in your career in Jewish education, the most meaningful aspects of that involvement, and what aspirations you hold for your future work.

Unsolicited materials will not be considered in the Awards process and cannot be returned.

Materials not received by the December 1, 2009, deadline will not be considered.

Please note that all nomination materials can also be downloaded online. Visit [www.covenantfn.org/awards](http://www.covenantfn.org/awards) for instructions.

Best wishes,

\_\_\_\_\_  
*(Nominator: Please sign your name here.)*