



2024 Nomination Process Timeline of Activities

Launch Date: Monday, August 14, 2023

Activity	Deadline
Principal of the Year (POY) / Assistant Principal of the Year (APOY)	
POY/APOY nomination process ends	9/6/23
POY/APOY nominees notified via email	9/15/23
POY/APOY nominees submit application packets to Dr. Carolyn Stewart	10/4/23
District Screening Committee scores application packets to identify POY/APOY semifinalists	10/30/23
POY/APOY semifinalists notified via email	11/6/23
POY/APOY semifinalists announced via BCPS Alert	11/8/23
District Screening Committee conducts interviews to identify POY/APOY finalists	12/14/23
POY/APOY finalists notified via email	12/19/23
POY/APOY finalists announced via BCPS Alert	12/20/23
Teacher of the Year (TOY)	
TOY nominee selection process ends	9/18/23
TOY nominee submits application packet to principal	10/2/23
Principal submits TOY application packet with checklist* to regional administrator	10/6/23
Regional Screening Committee scores TOY application packets	10/25/23
Regional administrators submit application packets with TOY Nominee Confirmation Form to Dr. Carolyn Stewart	10/27/23
TOY semifinalists notified via email	11/2/23
TOY semifinalists announced via BCPS Alert	11/3/23
District Screening Committee scores TOY semifinalists' application packets	11/24/23
Superintendent announces TOY finalists at surprise school visits	12/6/23
TOY finalists announced via BCPS Alert	12/11/23
TOY finalists record classroom presentation video	12/19/23
TOY finalists submit classroom presentation videos to Dr. Carolyn Stewart	12/19/23
District Screening Committee scores TOY finalists' classroom presentation videos	12/22/23 – 1/5/24
District Screening Committee interviews TOY finalists	1/11/24
School-Related Employee of the Year (SREOY)	
SREOY nominee selection process ends	9/18/23
SREOY nominee submits application packet to principal or District-based executive director/director	10/2/23
Principal or District-based executive director/director submits SREOY application packet to regional administrator or executive team leader <i>Note: Principal includes checklist* with application packet.</i>	10/6/23
Regional Screening Committee scores SREOY application packets	10/25/23
Regional administrators or executive team leaders submit application packet(s) with SREOY Nominee Confirmation Form to Dr. Carolyn Stewart	10/27/23
SREOY semifinalists notified via email	11/2/23

School-Related Employee of the Year (continued)

SREOY semifinalists announced via BCPS Alert	11/3/23
District Screening Committee scores SREOY semifinalists' application packets	11/24/23
SREOY finalists notified via email	11/30/23
SREOY finalists announced via BCPS Alert	12/1/23
District Screening Committee interviews SREOY finalists	1/11/24

*Checklist included in Nomination Process Guidelines available at browardschools.com/caliber-awards.