



2025 Nomination Process Timeline of Activities

Launch Date: Monday, August 5, 2024

Activity	Deadline
Principal of the Year (POY) / Assistant Principal of the Year (APOY)	
POY/APOY nomination process ends	9/3/24
POY/APOY nominees notified via email	9/11/24
POY/APOY nominees submit application packets to Dr. Carolyn Stewart	9/30/24
District Screening Committee scores application packets to identify POY/APOY semifinalists	10/18/24
POY/APOY semifinalists notified via email	10/25/24
POY/APOY semifinalists announced via BCPS Alert	10/28/24
District Screening Committee conducts interviews to identify POY/APOY finalists	11/20/24
POY/APOY finalists notified via email	12/2/24
POY/APOY finalists announced via BCPS Alert	12/2/24
Teacher of the Year (TOY)	
TOY nomination process ends	9/16/24
TOY nominee submits application packet to principal	9/30/24
Principal submits TOY application packet with checklist* to regional administrator	10/4/24
Regional Screening Committee scores TOY application packets	10/23/24
Regional administrators submit application packets with TOY Nominee Confirmation Form to Dr. Carolyn Stewart	10/25/24
TOY semifinalists notified via email	10/31/24
TOY semifinalists announced via BCPS Alert	11/1/24
District Screening Committee scores TOY semifinalists' application packets	11/22/24
Superintendent announces TOY finalists at surprise school visits	12/4/24
TOY finalists announced via BCPS Alert	12/4/24
TOY finalists record classroom presentation video	12/12/24
TOY finalists submit classroom presentation videos to Dr. Carolyn Stewart	12/13/24
District Screening Committee scores TOY finalists' classroom presentation videos	1/3/25
District Screening Committee interviews TOY finalists	1/8/25
School-Related Employee of the Year (SREOY)	
SREOY nomination process ends	9/16/24
SREOY nominee submits application packet to principal or District-based executive director/director	9/30/24
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>	10/4/24
Regional Screening Committee scores SREOY application packets	10/23/24
Regional administrators or executive team leaders submit application packet(s) with SREOY Nominee Confirmation Form to Dr. Carolyn Stewart	10/25/24
SREOY semifinalists notified via email	10/31/24

School-Related Employee of the Year (continued)

SREOY semifinalists announced via BCPS Alert	11/1/24
District Screening Committee scores SREOY semifinalists' application packets	11/22/24
SREOY finalists notified via email	12/6/24
SREOY finalists announced via BCPS Alert	12/9/24
District Screening Committee interviews SREOY finalists	1/8/25

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