



**Southeast Kentucky
Chamber of Commerce**
— The Power To Be Heard —

Work Ethic Award **Program Information**

RATIONALE

High schools serve as a bridge for student transition to adult life. Upon completion of high school, students have formed habits they will carry with them the rest of their lives. One of the fundamental goals of all high schools is to produce graduates who will be responsible, productive members of the community. The Southeast Kentucky Chamber of Commerce believes that there is a direct relationship between the work ethic that young people display in school and their future success. By striving to instill a positive work ethic in students, the Chamber will help ensure their futures as responsible, productive members of the community.

Because the Southeast Kentucky Chamber recognizes the value of a strong work ethic, it will present a special Work Ethic Award to students who meet the high standards defined in the criteria. This special award will validate students who earn the credential as prime candidates for employment and/or postsecondary education.

PARTICIPATION

Only seniors are eligible to apply for this distinction. Students must make their commitment to the program at the beginning of the senior year and complete the formal application by March 2. Students transferring from non-participating schools must be enrolled in a participating school for a minimum of one semester and declare their commitment at the time of enrollment. The award, which includes a certificate and a medallion, will be presented at the close of the senior year.

STANDARDS

The following nine standards have been established to determine eligibility for the Work Ethic Certificate and medallion: *attendance, punctuality, discipline, achievement, community service, work ethic, dependability, respectfulness and cooperation*. Four of the standards require teacher certification that the student demonstrates the standards on a consistent basis.

A maximum of 20 points are possible; in order to qualify for the program, a student must earn a minimum of 16 points. At least one point must be earned for each standard.

Ratings on the three Subjective Criteria forms completed by teachers will be averaged to produce a single rating for each standard. Average ratings will be computed to two decimal places. Final award of the Work Ethic Certificate and medallion to qualifying students will be contingent upon demonstration of all standards until the close of school term.

**SOUTHEAST KENTUCKY CHAMBER OF COMMERCE
WORK ETHIC AWARD**

STUDENT COMMITMENT FORM

(Returned To Counselor's Office By October 14)

I pledge my commitment to demonstrate the standards listed below as qualifying criteria for the Southeast Kentucky Chamber of Commerce Work Ethic Award. I will complete the formal application to my counselor/school designee by **March 2**.

I understand that I must earn at least one point for each standard, earn a minimum of 16 points, and demonstrate high standards for the full school year to qualify for this special award.

OBJECTIVE CRITERIA

- Discipline Standard
- Attendance Standard
- Absence Standard
- Punctuality Standard
- Community Service
- Achievement Standard

SUBJECTIVE CRITERIA

- Work Ethic Standard
- Dependability Standard
- Respectfulness Standard
- Cooperation Standard

ADA accommodations will not negatively impact these standards.

Student Name (please print)

School

Signature

Date

DUE TO COUNSELOR'S OFFICE BY OCTOBER 14

WORK ETHIC AWARD STUDENT GUIDELINES

In order to participate in the Work Ethic Award Program, you must complete the final application and return it and all required forms to your counselor/school designee by **March 2**.

Please place your name on the **Application Form**, attach your **Community Service Verification Form** and return them both to your counselor/school designee by **March 2**. The objective criteria* ratings will be completed by the school based upon your official school records.

After you initially qualify (based upon the Objective Criteria Form), you should ask **three teachers to complete a Subjective Criteria Form****.

Please advise your teachers that these forms must be returned directly to your counselor/school designee and may not be returned to you, the student, under any circumstances. These recommendations will remain confidential and will not be available for student review. Please also remind your teachers that the **deadline for Subjective Criteria Forms is March 12. Presentation of the Work Ethic Award will be contingent upon demonstration of all standards until the close of the school term.**

Please remember that the intent of the Work Ethic Award is to recognize students who have demonstrated outstanding work ethics while in school. The Work Ethic Award will also distinguish your application for employment and postsecondary education programs. The Southeast Kentucky Chamber of Commerce encourages area businesses and education institutions to recognize this special recognition in employment/admission decisions. This award is not only an honor, but also a competitive advantage.

*Award of the Work Ethic Certificate and Medallion is contingent upon student performance/records for the full school year.

**Ratings from the three Subjective Criteria forms will be averaged to two decimal places to produce a single rating for each standard assessed.

COMMUNITY SERVICE VERIFICATION FORM

In an effort to promote a strong work ethic among the students of Southeast Kentucky, the Chamber of Commerce has established a Work Ethic Award Program. One of the standards for this award is community service. Please verify below the community service activity and amount of time contributed by the student. Your assistance with this important activity is most appreciated.

I verify that _____ has completed _____ (hours: minutes) of community service.
(Student's Name)

These activities were conducted _____ (hours: minutes) during the school day;
_____ (hours: minutes) outside the school day.

His/her activities included _____

Supervisor

Club/Organization (if applicable)

FINAL APPLICATION

Student Name _____

Please place your name on this portion of the application, attach your Community Service Verification(s) and return to your school designee by **March 2.**

OBJECTIVE CRITERIA

_____ **DISCIPLINE STANDARD**

- 1 pt. (minimum) No more than one discipline referral during the senior year
- 2 pts. (maximum) No discipline referrals during the senior year

_____ **ATTENDANCE STANDARD**

- 1 pt. (minimum) Attendance rate of 90% (17 missed days) during the senior year
- 2 pts. (maximum) Attendance rate of 95% (8 missed days) during the senior year

_____ **ABSENCE STANDARD**

- 1 pt. (minimum) No more than one unexcused absence during the senior year
- 2 pts. (maximum) No unexcused absence during the senior year

_____ **PUNCTUALITY STANDARD**

- 1 pt. (minimum) No more than one unexcused tardy during the senior year
- 2 pts. (maximum) No unexcused tardy during the senior year

_____ **COMMUNITY SERVICE STANDARD**

- 1 pt. (minimum) Documents 6 hours of community service
- 2 pts. (maximum) Documents 12 or more hours of community service
(6 hours of which must be completed during out-of-school time)

ATTACH SIGNED COMMUNITY SERVICE FORMS TO THIS APPLICATION.

_____ **ACHIEVEMENT STANDARD**

- 1 pt. (minimum) Grade point average of 2.0 or higher
- 2 pts. (maximum) Grade point average of 3.0 or higher

Americans with Disabilities Act accommodations will not negatively impact these standards.

SUBJECTIVE CRITERIA

Student Name

Teacher Making Recommendation

Please assess a rating for each standard and return the recommendation directly to the counselor/school designee (not the student) by **March 12th**.

SUBJECTIVE CRITERIA

WORK ETHIC STANDARD

- 0 pts. Seldom demonstrates a strong work ethic
- 1 pt. (minimum) Often demonstrates a strong work ethic
- 2 pts. (maximum) Always demonstrates a strong work ethic

DEPENDABILITY STANDARD

- 0 pts. Seldom demonstrates punctuality in completing assignments
- 1 pt. (minimum) Often demonstrates punctuality in completing assignments
- 2 pts. (maximum) Always demonstrates punctuality in completing assignments

RESPECTFULNESS STANDARD

- 0 pts. Seldom respectful to peers, teachers, and administrators
- 1 pt. (minimum) Often respectful to peers, teachers, and administrators
- 2 pts. (maximum) Always respectful to peers, teachers, and administrators

COOPERATION STANDARD

- 0 pts. Seldom cooperates with peers, teachers, and administrators
- 1 pt. (minimum) Often cooperates with peers, teachers, and administrators
- 2 pts. (maximum) Always cooperates with peers, teachers, and administrators

Teacher Signature

Date

Americans with Disabilities Act accommodations will not negatively impact these standards.

IMPORTANT PROGRAM DEADLINES

- September** Chamber and school conducts orientation to Work Ethic Award Program for Seniors.
- October 14** Seniors submit Commitment Forms to the counselor/school designee. (Counselor must submit a list of committed students to Chamber by **October 23.**)
- March 2** Seniors return Final Application Forms and Community Service Verification Forms to counselor/school designee.
- March 12** Teachers return Subjective Criteria Forms to the counselor/school designee.
- March 19** Schools submit tentative list of qualified Seniors to Chamber of Commerce.
- April 1** Schools submit final list of qualified Seniors to Chamber of Commerce.
- April 15** *(Optional)* Qualified Seniors submit Work Ethic Award Essay for chance to win cash prize.
- May 1** *(Tentative Date)* Qualifying students receive Work Ethic Award Certificates and Medallions at a Work Ethic Award Program Reception hosted by the Chamber.
- May 14** Chamber of Commerce distributes Work Ethic Certificates and Medallions to schools not able to attend the Reception.

*****Attention Students and Counselors*****
Missing a deadline may result in disqualification from the program.

FREQUENTLY ASKED QUESTIONS

What benefits do students receive?

- Students receive a Work Ethic Award Certificate and Medallion.
- Students increase awareness of work ethic components.
- Students have an opportunity to practice work ethic components.
- Students develop awareness of the importance of having references.
- Students may reference the award during employment interviews.
- Students may use the award to facilitate admission to post-secondary programs.
- Students have another motivation to demonstrate desired behaviors.

What benefits do the schools receive?

- Schools have another tool to reinforce the importance of the work ethic.
- Schools have another way to reward excellence.
- Schools have additional documentation to support recommendations for employment.

What costs will the school incur?

- The school will incur no costs.

How does the school begin program implementation?

- The Superintendent, Principals and Counselors attend a program orientation conducted by the Chamber of Commerce at the beginning of the school year.
- Chamber representatives introduce the program to the senior class in September/October.
- The school and Chamber market the program to seniors, explaining the value of the program.
- The school implements a building-level process for student application and identification.

How will certificates and medallions be distributed?

- The school designee will submit a tentative list of qualifiers certified by the principal to the Chamber of Commerce each year. The school will make the final determination of student qualification immediately prior to presentation of the award.

Certificates and Medallions will be sent to the school by May 14.

- The Chamber will print student names on the certificates and add the signature(s) of appropriate Chamber official(s).

For more information call 606.432.5504 or email sara.blackburn@sekchamber.com.

**Southeast Kentucky Chamber of Commerce
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