



SANTA CLARA COUNTY
REGIONAL OCCUPATIONAL PROGRAM SOUTH



ROP Champion of the Month

Program Overview

SCROP is recognizing outstanding persons based on the following criteria:

- ✓ *Serves As A Champion For Children*
- ✓ *Promotes ROP Students/Programs*
- ✓ *Develops And Nurtures Partnerships*
- ✓ *Focuses On Quality Improvement*
- ✓ *Efficient In Meeting Timelines*
- ✓ *Responsive To ROP Student/Program Needs*
- ✓ *Attention To Detail And Accuracy*
- ✓ *Team Player – Supports Colleagues*
- ✓ *Demonstrates Enthusiasm For Life Long Learning*
- ✓ *Participates In Special Projects*
- ✓ *Awards/Accomplishments*

Budget

Budget allocation for 2008-09 will be approximately \$2,000 (20 Champions)

Itemized list for each Champion recognized:

Gift Card = \$50.00

Certificate & Frame = \$14.50

Shirt w/logo and embroidery = \$36.03

Total = \$100.53

Process

1. The committee is composed of all Specialists, ROP Director, Coordinator, and Support Services Program Manager (Workability).
2. A nomination may be submitted by each Specialist each month with the following guidelines:
 - a. Prepare a draft write up for presentation 1 week prior to each Specialist meeting.
 - b. Present your nomination at the Specialist meeting
 - c. Each nominee is reviewed and the committee selects the ROP Champion for the month based upon the above criteria.
 - d. Multiple nominees may be selected based upon a team/collaborative project linked to systematic quality improvement.
 - e. The Specialist of the selected ROP Champion will submit a written

- synopsis based upon the established criteria listed above.
3. Nominations must include the following information:
 - a. Name of the person(s) being nominated
 - b. Name of the person(s) submitting the nomination
 - c. Nominee's role with ROP
 - d. Nominee's location/school/site
 - e. One page narrative for the nomination based on the criteria listed above.
 4. Upon selection for the monthly ROP Champion the following activities must occur:
 - a. The nominator will submit the Champion(s) shirt size to the accounting specialist.
 - b. The accounting specialist will place the order for the ROP Champion Shirt(s), coordinate special embroidery and upon receipt leave in the director's office.
 - c. Coordinator or designee will prepare the ROP Champion Certificate(s) and submit to the Director for his signature
 - d. The certificate(s) is returned to the school office specialist who will frame the document(s) and place on the director's office table near the window.
 - e. The accounting specialist will purchase a Staples or other approved gift card(s) for \$50, wrap, and place in the director's office on the table near the window.
 5. The Director will present the ROP Champion(s) with their certificate, gift card, and shirt at a staff meeting or in their classroom. In the case of a business or community recipient, an appropriate venue will be selected. The director will arrange for a picture that will be forwarded to the School Specialist for publication.
 6. The Specialist of the nominee will submit a press release to the school newspaper and local media.