

THE ROBERT SILLS STUDENT AWARD  
Nomination Application and Guidelines  
2018-2019

Sponsored by TieCare International



Mediterranean Association of International Schools  
Email: [shannon@mais-web.org](mailto:shannon@mais-web.org)  
[www.mais-web.org](http://www.mais-web.org)

## THE ROBERT SILLS STUDENT AWARD

Robert Sills was an exemplary educator, leader, and inspiring individual, who served as President and Treasurer of the Mediterranean Association of International Schools (MAIS). In his memory and through the generosity of TieCare International, MAIS has established the annual Robert Sills Student Award to be granted to those exemplary sixth through eighth grade students enrolled in MAIS member schools. A total of five awards of \$500.00 each will be granted in the 2018-2019 Academic Year.

The award is not meant to recognize a specific academic, athletic, or artistic talent or achievement, although nominees may well excel in one or more of these areas. It is intended to recognize those young people who model the character traits that MAIS values most in its students: persistence, a willingness to take risks, acceptance of other cultures and points of view, and a genuine interest in a sustained commitment to the welfare of others.

We are providing this Student Nominee Application in order that your school has the opportunity to nominate a maximum of two (2) deserving students. Your school may choose specific criteria to nominate students; however, the Sills Award Selection Committee, which is appointed by the MAIS Executive Board and comprised of two MAIS school directors, will be the final arbiters of which students have submitted the finest applications and portfolios.

Therefore, we kindly request that a designated staff member and your student nominees carefully read the information contained in these guidelines to insure your student nominees have fulfilled all of the nomination and application procedures.

As an international education association, MAIS is proud to advance our core values and beliefs through this annual award. We encourage each school to nominate suitable applicants, and we greatly look forward to reviewing your outstanding student nominations, which must be submitted no later than Friday, April 19, 2019 to the Sills Award Selection Committee.

With kind regards,

*Reina O'Hale*

Reina O'Hale  
Executive Director  
Mediterranean Association of International Schools

## ROBERT SILLS STUDENT AWARD

### Application Requirements and Procedures

In order to insure an objective, cohesive and smooth student nomination process, each parent, school, and student nominee should carefully observe the following requirements when submitting the completed Student Nominee Application, letters of recommendation, and portfolio.

At least one staff member from each MAIS school should be designated to coordinate all of the necessary applications, portfolios, and letters of recommendation for each student nominee and to submit the completed application, letters of recommendation, and portfolio in one continuous PDF document directly to the Chair of the Sills Award Selection Committee. Students should not submit their portfolios directly to the selection committee.

Please pay careful attention to the following guidelines in order that each student application and portfolio will be eligible for review by the committee. Failure to submit the application and portfolio as indicated will disqualify the student applicant for consideration of the Robert Sills Student Award, and no additional information may be submitted after the submission deadline.

1. The Robert Sills Student Award is open to all enrolled students in the American sixth, seventh, and eighth grades, or its demonstrated educational equivalent, of all MAIS member schools.
2. Five (5) cash awards of \$500.00 each will be bestowed to five (5) student finalists as selected by the Sills Award Selection Committee. The award may be used to further the award recipient's education or any other purpose deemed suitable by the award recipients and their parents. In addition, each award recipient will receive a certificate from the MAIS Executive Director.
3. Each student nominee must complete the Student Nominee Application. Please be sure that the application has the required signatures of the student nominee's parent(s), a school administrator, and the student nominee. No application will be considered without these required signatures. Please type or print the application neatly.
4. Each student nominee must prepare a comprehensive portfolio illustrating his/her involvement in the life of his/her school and community, highlighting his/her efforts to making the world a better place. Student nominees should feel free to seek the opinions of their parents, teachers, counselors, or school administration for advice on the best manner in which to assemble this portfolio. The portfolio must consist solely of work completed by the nominee, and all portfolio submissions must be in English. The portfolio can take several forms:
  - a. An essay detailing the nominee's involvement and impact on his/her local community. The essay may include a cover page; however, the text of the essay may not exceed five (5) pages maximum in any 12 font size of your choice.

- b. A work of art with the nominee's interpretation of the piece may also be included; however, please do not send the actual art work. A high quality image may be submitted.
  - c. A digital portfolio, accompanied by the nominee's commentary demonstrating his/her community involvement, may be also submitted.
  - d. Any hyperlinks to external sites (i.e. YouTube, Dropbox, etc.) should be clearly noted within the essay, presentation or art work.
- 5. Each student nominee must submit two (2) confidential letters of recommendation, in English, from an adult that may include a teacher, counselor, school administrator, coach, activity advisor, mentor, or any other adult who can vouch for the character or activity of the student nominee.
  - a. Each student nominee should provide the person from whom he/she is requesting a letter of recommendation with the "Letter of Recommendation Request" (*See attachment at the end of this document*). This will help insure that the letters of recommendations are properly and confidentially submitted to the school's staff member who is coordinating the submission of the application and portfolio to the Chair of the Sills Award Selection Committee.
- 6. The completed Student Nominee Application and comprehensive portfolio must be submitted to the school's staff member who is coordinating the submission of the nominee's application and portfolio. The designated school staff member must submit the application and portfolio in PDF format by email to the Chair of the Sills Award Selection Committee.
- 7. The application and portfolio submission deadline is **Friday, April 19, 2019 at 17:00 Central European Time (CET)**.
- 8. The school's designated staff member must submit all material for each nominee by email, in PDF format, to: Mr. Michael L. Smith, Chair, Sills Award Selection Committee at [michaelsmith@asvalencia.org](mailto:michaelsmith@asvalencia.org).
- 9. Please be sure to send the application and portfolio as one (1) continuous PDF document, not as multiple email attachments.
- 10. When emailing the application and portfolio by email in PDF to the Chair, please send a "Request a Read Receipt" through Microsoft Outlook, if possible.
- 11. Once the required application and portfolio items have been received by email, the Chair will acknowledge receipt of the items by email to the sender. This does not signify that the application or any component are complete or in the proper format.
- 12. Student applications, portfolios, and all supporting documents become the property of MAIS once submitted and will not be returned. Please do not send original work by mail, as it will not be returned by MAIS or the Sills Award Selection Committee.
- 13. Please be advised that any student nominee who has been found to submit work not completed by the student nominee or has plagiarized any part of the portfolio will be disqualified from consideration and the student nominee's school informed.
- 14. The Executive Director of MAIS will inform the five (5) Robert Sills Student Award recipients of 2018-2019 in writing no later than **Friday May 31, 2019**.

## ROBERT SILLS STUDENT AWARD

### Student Nominee Application

Student Name: \_\_\_\_\_  
Last Name(s) First Name

Address: \_\_\_\_\_  
Street and Number City  
Province Postal Code Country

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Nationality: \_\_\_\_\_

Name of your school:

\_\_\_\_\_  
Name City Country

Dates enrolled in this school: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Present grade level: \_\_\_\_\_

Current Grade Point Average: \_\_\_\_\_

**Parental Permission:** Please have your parent or guardian sign this application, indicating that she/he knows that you are applying for this award.

I understand that my child is applying for the MAIS "Robert Sills Student Award". She/he has my permission to submit the application, portfolio, and confidential letters of recommendation:

Parent Name:

\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**School Authorization:** I confirm that this student nominee is enrolled in our school in the \_\_\_\_\_ grade for the 2018-2019 Academic Year and is a nominee of our school for the MAIS "Robert Sills Student Award".

\_\_\_\_\_  
School Administrator Name

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date

**Confidential References:** Please list the names of the two (2) adults whom you have asked to write letters of recommendations on your behalf. It is essential that their letters are provided to the school's staff member who is coordinating the submission of the application and portfolio to Chair of the Sills Award Selection Committee.

The deadline for submission of all materials to the Selection Committee is **Friday, April 19, 2019 at 17:00 CET** in order for your application to be considered for the award. No additional information may be submitted after the above submission deadline.

**Confidential Letters of Recommendation Information:**

Name:	
Position/Title:	

Name:	
Position/Title:	

**Student Nominee:** *By signing this Student Nominee Application, I certify that the information I am submitting is accurate and the portfolio that I am submitting in order to be considered for the Robert Sills Student Award is my work. I further understand that the Sills Award Selection Committee must receive the application and all supporting documents by the official submission date.*

---

Student Nominee Name

---

Student Nominee Signature

---

Date

## THE ROBERT SILLS STUDENT AWARD

### Letter of Recommendation Request

In the spirit of Robert Sills, the late President of MAIS, the "Robert Sills Student Award" is meant to recognize students who are a credit to themselves and to their schools. The award is granted annually to students of middle school age (i.e. grades 6-8, inclusive) currently enrolled as members schools of the Mediterranean Association of International Schools (MAIS).

The Robert Sills Student Award is not meant to recognize only a specific academic, athletic or artistic talent or achievement, although nominees may well excel in one or more of these areas. It is intended to recognize those young people who model the character traits that MAIS values most in its students: persistence, a willingness to take risks, acceptance of other cultures and points of view, and a genuine interest in sustained commitment to the welfare of others.

The student nominee who has asked you to write this letter of recommendation on her/his behalf believes that you can provide us with a fair and honest assessment of her/him in light of these criteria. Please do so to the best of your ability, limiting yourself to one page. It is essential that this letter of recommendation be kept strictly confidential and you do not share the text of your letter with the applicant. We will honor this confidence and will regard your letter as privileged information.

Your letter of recommendation must be presented to the nominee's school staff member who is coordinating the submission of the application and portfolio to the Chair of the Sills Award Selection Committee no later than **Friday, April 19, 2019 at 17:00 CET**. Unless your letter of recommendation is received and submitted by the submission deadline, the application will be incomplete and the student will not be considered further for the award.

Thank you in advance for your cooperation and support of this student nominee.

## ROBERT SILLS STUDENT AWARD

### APPLICATION AND SUBMISSION CHECKLIST

Please be sure that you have completed and followed all of the procedures below when submitting your Nomination Application, letters of recommendation, and portfolio for consideration of the Robert Sills Student Award.

- ☐ 1. I am enrolled in the American sixth, seventh or eighth grade, or its equivalent, in a MAIS member school.
- ☐ 2. I have completed and a parent, my school administration, and I have signed the Student Nominee Application.
- ☐ 3. My comprehensive portfolio is my own work.
- ☐ 4. I have provided the Letter of Recommendation request to two (2) adults who understand that they must provide their letters of recommendation to my school's staff member who is coordinating the submission of my application and portfolio to the Chair of the Sills Award Selection Committee.
- ☐ 5. I have submitted my Student Nominee Application and portfolio in an appropriate format to my school's staff member who is coordinating the submission of my application and portfolio to the Chair of the Sills Award Selection Committee no later than **Friday, April 19, 2019 at 17:00 CET**.
- ☐ 6. I understand that the application, portfolios and letters of recommendation become the property of MAIS upon their submission and will not be returned.
- ☐ 7. I understand that I will be disqualified for consideration of the Robert Sills Student Award if the Sills Selection Award Committee finds that my submission is incomplete, the portfolio submitted is not my work, or any part of the portfolio is plagiarized.