# Staff Member of the Month Best Portfolio

<Insert Month and Year>

Dear Staff

All our staff play an important role in the lives of children, families and society. Each month we would like to recognise one outstanding staff member at our Service. Staff Member of the Month awards have been established to recognise outstanding people for their dedication, professionalism and work at our Service. Those receiving this award will be nominated by other staff/team members or the Nominated Supervisor.

**Criteria for staff member of the month:**

* **Staff member who has contributed to making the “Best Portfolio”**

November is coming to an end and the children’s portfolios need to be completed. This award recognising the little extras staff do to make sure the portfolios accurately reflect the achievements and Learning Outcomes of each child, and that provide the best experience for children and families.

Staff member nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_