



Prince Edward Island Home and School Federation 2027 Extra Mile Award



The Prince Edward Island Home and School Federation established its Extra Mile Award in 2004–2005 to recognize school staff—teachers, administrators, administrative assistants, custodians—who go above and beyond their regular duties. Recipients are recognized at their schools during Teacher and Staff Appreciation Week in February.

Local Home and School Associations are invited to nominate a school staff member who goes above and beyond for students and the school community. Completed nomination packages must be submitted to the PEI Home and School Federation office by 4 p.m. on January 15, 2027.

Procedure for Nominating and Required Documentation

1. The Home and School Association discusses potential nominees and officially approves its nomination at a meeting.
2. Cover Letter: The cover letter must be written by the Home and School Association president or another member who has direct knowledge of the nominee's contributions. The letter should describe why your association has chosen to nominate this individual and highlight their impact on your school community.
3. Letters of Support: Up to 10 additional letters of support may be submitted from parents, and educators in your school community. These letters offer different perspectives on the nominee's contributions and help strengthen the nomination.
4. Student Contributions: Students are encouraged to write letters or create hand-drawn pictures about the nominee. Please limit student submissions to a total of 25.

Additional Information

- Each letter of support must be written by someone with direct knowledge of the nominee's efforts.
- Letters should describe the nominee's contributions, explain how the writer knows the nominee, and share examples of the nominee going the "extra mile" for students.
- Each letter must include the author's name and email address and be no longer than two pages or 500 words.

Required Submission Checklist

- ☐ Cover letter from the **Local Home and School Association president**.
- ☐ Up to 10 support letters from parents and school staff.
- ☐ Up to 25 student support letters or hand-drawn pictures.
- ☐ Complete nomination package scanned and emailed to the Federation office.

Submit submissions to:

P.E.I. Home and School Federation at: peihsf@gov.pe.ca
For more details, call 902-620-3186.