



Kenneth P. Thompson  
District Attorney

DISTRICT ATTORNEY  
KINGS COUNTY  
350 JAY STREET  
BROOKLYN, NY 11201-2908  
(718) 250-2000  
WWW.BROOKLYNDA.ORG

April 26, 2016

Dear Superintendents:

The long term promotion of justice, fairness, and public safety begins with nurturing leadership among our youth. To this end, I am pleased to invite you to have your principals nominate two (2) students from each of their schools for the District Attorney's "Certificate of Excellence" award. Please have them nominate students in recognition of their outstanding leadership, character and service to their school and community.

#### NOMINATION INSTRUCTIONS

1. Complete nomination form

Please visit our website at [www.brooklynda.org](http://www.brooklynda.org) and click on our "Certificate of Excellence" nomination form. You will find this form on the right-hand side of the webpage.

2. Submit the nomination form to the District Attorney's Office by May 13, 2016

Fill out the nomination form for two (2) students and either click on the "submit by email" button or print out the form and fax it to (718) 250-3808; Attn. Peta-Gayle White, Director.

Each principal will receive a mailing from the Kings County District Attorney's office. This package will contain the two certificates. The certificates are for them to keep until the day of your school's awards ceremony. If they would like to have a representative from the Kings County District Attorney's Office present the certificates, please have them include the details of the ceremony on the form.

I appreciate your cooperation and assistance.

Very truly yours,

A handwritten signature in black ink that reads "Ken Thompson".

Ken Thompson  
Kings County District Attorney

# Kings County District Attorney, Kenneth P. Thompson

## Certificate of Excellence Nomination Form

The District Attorney's "Certificate of Excellence" is awarded to students who have demonstrated outstanding leadership, character and service to their school and community.

### HOW TO NOMINATE YOUR CANDIDATE:

- Fill out the nomination form (deadline for all submissions is May 13, 2016)
- Submit your form to us by selecting the "submit by email" button on the right hand side of this form.
- You may also fax this nomination form to (718) 250-3808; Write: Attn: Peta-Gayle White, Director
- If you have any questions, please call Peta-Gayle White, Director at (718) 250-2012
- If sent by mail our address is: **Kings County District Attorney's Office, 350 Jay Street, 16th Floor, Brooklyn N.Y. 11201**  
**ATTN: Educational Programs (Certificate of Excellence),**

School's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

School's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Person's E-mail: \_\_\_\_\_

Contact Person's Phone No.: \_\_\_\_\_ Contact Person's Fax Number: \_\_\_\_\_

#### Nominee #1

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Nominee's  
Qualifications:

**Age group of nominees (check one):**       Elementary School       Middle School       High School

#### Nominee #2

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Nominee's  
Qualifications:

**Age group of nominees (check one):**       Elementary School       Middle School       High School

Ceremony date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_