**APPENDIX**

**for**

**ACTE REGION IV**

****

**AWARDS PROGRAM GUIDELINES**

Revised February 2012

**APPENDIX CONTENTS**

*(listed in order – no page numbers)*

ACTE Excellence Award –Member Award Application

ACTE Excellence Award –State Association/Regional Endorsement

ACTE Teacher of the Year – Evaluation Form – Region IV (pages 1 and 2)

ACTE Outstanding Career and Technical Educator – Evaluation Form – Region IV (pages 1 and 2)

ACTE Outstanding New Career and Technical Teacher – Evaluation Form – Region IV (pages 1 and 2)

ACTE Outstanding Teacher in Community Service – Evaluation Form – Region IV (pages 1 and 2)

ACTE Career Guidance Award – Evaluation Form – Region IV (pages 1 and 2)

ACTE Member Awards – Region IV – Score Summary Sheet

Sample Interview Schedule

Awards Spreadsheet (Sample)

Awards Ceremony Script (Sample)

Region IV Awards Plaque (Sample)

Excerpt from Region IV Policy & Procedures Manual (Revised November 2011)

 Standing Committees and Ad Hoc Committees

 Table 4 – Rotation for Region IV Standing Committee Members

 ACTE Committee Appointments

 Table 6 – Rotation for ACTE Committee Appointments

 Table 7 – Rotation for Region IV Conference

ACTE Travel Expense Report

**ACTE Excellence Award**

*Member Award Application*

ACTE Teacher of the Year ⦁ ACTE Outstanding Career and Technical Educator ⦁ ACTE Outstanding New Career and Technical Teacher ⦁ ACTE Outstanding Teacher in Community Service ⦁ ACTE Career Guidance

*In order to be considered for an ACTE Member Award, you must first apply for the award in your own state. Check with your state and Region awards representative for the application deadlines.*

**Application Instructions:**

Before you begin, please review the guidelines for your specific award for help in filling out this application. If you have any further questions, please contact the ACTE staff at 800-826-9972 or awards@acteonline.org.

Please complete this form and submit with your support materials and endorsement form (PAGE 2) to your appropriate State Association/Region Representative. All sections must be completed in order for this application to be considered.

**Type of Award**

 ACTE Teacher of the Year  ACTE Outstanding Career and Technical Educator

 ACTE Outstanding New Career and Technical Teacher  ACTE Outstanding Teacher in Community Service

 ACTE Career Guidance

**CONTACT INFORMATION** *(to be completed by applicant)*

|  |  |
| --- | --- |
| Name\*:  | ACTE Membership #:  |
| Employer:  |
| Title:  |
| Business Address:  |
| City:  | State:  | Zip:  |
| Business Telephone:  | Fax:  |
| Preferred E-mail:  | Mobile:  |

*\* How name will appear on all materials*

**Membership Information**

|  |
| --- |
| National ACTE Member for \_\_\_\_ years starting in\_\_\_\_\_\_\_. |
| State Association Affiliation for \_\_\_\_ years starting in \_\_\_\_\_\_\_. |

**ACTE Excellence Award**

*State Association/Regional endorsement*

ACTE Teacher of the Year ⦁ ACTE Outstanding Career and Technical Educator ⦁ ACTE Outstanding New Career and Technical Teacher ⦁ ACTE Outstanding Teacher in Community Service ⦁ ACTE Career Guidance

*To be considered for one of these awards, an applicant must first compete at the state and Region levels. Information on the state competitions is available from the career and technical association in the applicant's state. State winners then compete within their Region. The awards chairperson for each Region and the state associations in each Region are listed here:* [*http://www.acteonline.org/award\_stateregion.aspx*](http://www.acteonline.org/award_stateregion.aspx)

**Official Endorsement Form**

**Endorsing State Association** *(to be completed by State Association Leadership)*

|  |
| --- |
| State Association Endorsing Nominee:  |
| Executive Director/President Name:  |
| Preferred E-mail:  |
|  I acknowledge that this dossier is complete and accurate. |

**For ACTE Region Use Only**

*(To be completed by Regional Awards Chair)*

|  |
| --- |
| Region:  |
| Awards Chairperson Name:  |
| Preferred E-mail:  |
|  I acknowledge that this dossier is complete and accurate. For any questions regarding the dossier, contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Enter your name or whom ACTE should contact) |

ACTE Excellence Awards

Association for Career and Technical Education

1410 King Street ⦁ Alexandria, VA 22314

703-683-3111 ⦁ 800-826-9972

<http://www.acteonline.org/awards.aspx>

**ACTE Teacher of the Year**

**Evaluation Form – Region IV**

**State**\_\_\_\_\_\_**Nominee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A - Program Description** | 0Not addressed | 1Addressed but minimal | 2Addressed moderately | 3Addressed completely | **Score****9 possible** |
| * Innovative or unique characteristics
 |  |  |  |  |  |
| * Impact of program on students
 |  |  |  |  |
| * Promotion of CTE
 |  |  |  |  |
| **Section B - CTE Memberships & Affiliations** | 0Noevidence | 1Minimal | 2Moderate | 3Extensive | **Score****9 possible** |
| * CTE memberships / affiliations
 |  |  |  |  |  |
| * Leadership responsibilities
 |  |  |  |  |
| * Activities
 |  |  |  |  |
| **Section C – Community Involvement** | 0No evidence | 1Minimal | 2Moderate | 3Extensive | **Score****9 possible** |
| * Industry/business partnerships
 |  |  |  |  |  |
| * Community service
 |  |  |  |  |
| * Other contributions
 |  |  |  |  |
| **Section D – Personal Story** | 0No evidence | 1Minimal | 2Moderate | 3Extensive | **Score****9****possible** |
| * Significance in CTE
 |  |  |  |  |  |
| * Short-term Impact on students, others
 |  |  |  |  |
| * Long-term Impact on students, others
 |  |  |  |  |
| **Section E – Letters of Support** | 0No evidence | 1Submitted - incomplete | 2Submitted - complete |  | **Score****4****possible** |
| * Supervisor
 |  |  |  |  |
| * Student or Parent
 |  |  |  |
| **Sections A-E SUB-TOTAL SCORE (40 possible)** |  |

Page 1 of 2

**ACTE Teacher of the Year *(continued)* State**\_\_\_\_\_\_**Nominee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interview**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question 1** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| Why should students be involved in CTSOs? What strategies do you use to encourage participation? |  |  |  |  |  |
| **Question 2**  | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| How much are you involved in your community? Are you involved with the business/industry in your community, if so how? How do you promote community service and/or business/industry involvement in your students? |  |  |  |  |  |
| **Question 3** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| What kind of Instructional technology do you use in the classroom? |  |  |  |  |  |
| **Question 4** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| What new things are you trying or doing in your classroom to stay up to date with your career cluster? Ex: welding- what do you do to keep up with the demands of the job in the real world? |  |  |  |  |  |
| **General** | 0Not well | 1Minimal | 2-3Moderate | 4Exceptional | **Score****4 possible** |
| Communication, poise & presence |  |  |  |  |  |
| **Interview SUB-TOTAL SCORE (20 possible)** |  |
| **Sections A-E SUB-TOTAL SCORE (40 possible)** |  |
| **TOTAL SCORE (60 possible)** |  |

|  |
| --- |
| **ACTE Excellence Award Application (check )** |
| Member Award Application |  | State Association/Regional Endorsement |  |
| ACTE Membership Verified |  | Digital Photo |  |

Page 2 of 2

**ACTE Outstanding Career and Technical Educator**

**Evaluation Form – Region IV**

**State**\_\_\_\_\_\_**Nominee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A - Program Description** | 0Not addressed | 1Addressed but minimal | 2Addressed moderately | 3Addressed completely | **Score****9 possible** |
| * Innovative or unique characteristics
 |  |  |  |  |  |
| * Impact of program on students
 |  |  |  |  |
| * Promotion of CTE
 |  |  |  |  |
| **Section B - CTE Memberships & Affiliations** | 0Noevidence | 1Minimal | 2Moderate | 3Extensive | **Score****9 possible** |
| * CTE memberships / affiliations
 |  |  |  |  |  |
| * Leadership responsibilities
 |  |  |  |  |
| * Activities
 |  |  |  |  |
| **Section C – Community Involvement** | 0No evidence | 1Minimal | 2Moderate | 3Extensive | **Score****9 possible** |
| * Industry/business partnerships
 |  |  |  |  |  |
| * Community service
 |  |  |  |  |
| * Other contributions
 |  |  |  |  |
| **Section D – Personal Story** | 0No evidence | 1Minimal | 2Moderate | 3Extensive | **Score****9****possible** |
| * Significance in CTE
 |  |  |  |  |  |
| * Short-term Impact on students, others
 |  |  |  |  |
| * Long-term Impact on students, others
 |  |  |  |  |
| **Section E – Letters of Support** | 0No evidence | 1Submitted - incomplete | 2Submitted - complete |  | **Score****4****possible** |
| * Supervisor
 |  |  |  |  |
| * Employee who reports to educator
 |  |  |  |
| **Sections A-E SUB-TOTAL SCORE (40 possible)** |  |

Page 1 of 2

**ACTE Outstanding CT Educator *(continued)* State**\_\_\_\_\_\_**Nominee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interview**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question 1** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| Why should students be involved in CTSOs? What strategies do you use to encourage participation? |  |  |  |  |  |
| **Question 2**  | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| How much are you involved in your community? Are you involved with the business/industry in your community, if so how? How do you promote community service and/or business/industry involvement in students at your school? |  |  |  |  |  |
| **Question 3** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| What kind of Instructional technology have you implemented in your school? |  |  |  |  |  |
| **Question 4** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| What new things are you trying or doing in your school to stay up to date with career clusters? Ex: what do you do to ensure your programs are keeping up with the real world of work? |  |  |  |  |  |
| **General** | 0Not well | 1Minimal | 2-3Moderate | 4Exceptional | **Score****4 possible** |
| Communication, poise & presence |  |  |  |  |  |
| **Interview SUB-TOTAL SCORE (20 possible)** |  |
| **Sections A-E SUB-TOTAL SCORE (40 possible)** |  |
| **TOTAL SCORE (60 possible)** |  |

|  |
| --- |
| **ACTE Excellence Award Application (check )** |
| Member Award Application |  | State Association/Regional Endorsement |  |
| ACTE Membership Verified |  | Digital Photo |  |

Page 2 of 2

**ACTE Outstanding New Career and Technical Teacher**

**Evaluation Form – Region IV**

**State**\_\_\_\_\_\_**Nominee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A - Program Description** | 0Not addressed | 1Addressed but minimal | 2Addressed moderately | 3Addressed completely | **Score****9 possible** |
| * Innovative or unique characteristics
 |  |  |  |  |  |
| * Impact of program on students
 |  |  |  |  |
| * Promotion of CTE
 |  |  |  |  |
| **Section B - CTE Memberships & Affiliations** | 0Noevidence | 1Minimal | 2Moderate | 3Extensive | **Score****9 possible** |
| * CTE memberships / affiliations
 |  |  |  |  |  |
| * Leadership responsibilities
 |  |  |  |  |
| * Activities
 |  |  |  |  |
| **Section C – Community Involvement** | 0No evidence | 1Minimal | 2Moderate | 3Extensive | **Score****9 possible** |
| * Industry/business partnerships
 |  |  |  |  |  |
| * Community service
 |  |  |  |  |
| * Other contributions
 |  |  |  |  |
| **Section D – Personal Story** | 0No evidence | 1Minimal | 2Moderate | 3Extensive | **Score****9****possible** |
| * Significance in CTE
 |  |  |  |  |  |
| * Short-term Impact on students, others
 |  |  |  |  |
| * Long-term Impact on students, others
 |  |  |  |  |
| **Section E – Letters of Support** | 0No evidence | 1Submitted - incomplete | 2Submitted - complete |  | **Score****4****possible** |
| * Supervisor
 |  |  |  |  |
| * Student or Parent
 |  |  |  |
| **Sections A-E SUB-TOTAL SCORE (40 possible)** |  |

Page 1 of 2

**ACTE Outstanding New CT Teacher *(continued)* State**\_\_\_\_\_\_**Nominee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interview**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question 1** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| Why should students be involved in CTSOs? What strategies do you use to encourage participation? |  |  |  |  |  |
| **Question 2**  | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| How much are you involved in your community? Are you involved with the business/industry in your community, if so how? How do you promote community service and/or business/industry involvement in your students? |  |  |  |  |  |
| **Question 3** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| What kind of Instructional technology do you use in the classroom? |  |  |  |  |  |
| **Question 4** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| What new things are you trying or doing in your classroom to stay up to date with your career cluster? Ex: welding- what do you do to keep up with the demands of the job in the real world? |  |  |  |  |  |
| **General** | 0Not well | 1Minimal | 2-3Moderate | 4Exceptional | **Score****4 possible** |
| Communication, poise & presence |  |  |  |  |  |
| **Interview SUB-TOTAL SCORE (20 possible)** |  |
| **Sections A-E SUB-TOTAL SCORE (40 possible)** |  |
| **TOTAL SCORE (60 possible)** |  |

|  |
| --- |
| **ACTE Excellence Award Application (check )** |
| Member Award Application |  | State Association/Regional Endorsement |  |
| ACTE Membership Verified |  | Digital Photo |  |

Page 2 of 2

**ACTE Outstanding Teacher in Community Service**

**Evaluation Form – Region IV**

**State**\_\_\_\_\_\_**Nominee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A - Program Description** | 0Not addressed | 1Addressed but minimal | 2Addressed moderately | 3Addressed completely | **Score****9 possible** |
| * Innovative or unique characteristics
 |  |  |  |  |  |
| * Impact of program on students
 |  |  |  |  |
| * Promotion of CTE
 |  |  |  |  |
| **Section B - CTE Memberships & Affiliations** | 0Noevidence | 1Minimal | 2Moderate | 3Extensive | **Score****9 possible** |
| * CTE memberships / affiliations
 |  |  |  |  |  |
| * Leadership responsibilities
 |  |  |  |  |
| * Activities
 |  |  |  |  |
| **Section C – Community Involvement** | 0No evidence | 1Minimal | 2Moderate | 3Extensive | **Score****9 possible** |
| * Industry/business partnerships
 |  |  |  |  |  |
| * Community service
 |  |  |  |  |
| * Other contributions
 |  |  |  |  |
| **Section D – Personal Story** | 0No evidence | 1Minimal | 2Moderate | 3Extensive | **Score****9****possible** |
| * Significance in CTE
 |  |  |  |  |  |
| * Short-term Impact on students, others
 |  |  |  |  |
| * Long-term Impact on students, others
 |  |  |  |  |
| **Section E – Letters of Support** | 0No evidence | 1Submitted - incomplete | 2Submitted - complete |  | **Score****4****possible** |
| * Supervisor
 |  |  |  |  |
| * Community Leader
 |  |  |  |
| **Sections A-E SUB-TOTAL SCORE (40 possible)** |  |

Page 1 of 2

**ACTE Outstanding Teacher in Comm Serv *(continued)* State**\_\_\_\_**Nominee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interview**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question 1** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| Why should students be involved in CTSOs? What strategies do you use to encourage participation? |  |  |  |  |  |
| **Question 2**  | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| How much are you involved in your community? Are you involved with the business/industry in your community, if so how? How do you promote community service and/or business/industry involvement in your students? |  |  |  |  |  |
| **Question 3** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| What kind of Instructional technology do you use in the classroom? |  |  |  |  |  |
| **Question 4** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| What new things are you trying or doing in your classroom to stay up to date with your career cluster? Ex: welding- what do you do to keep up with the demands of the job in the real world? |  |  |  |  |  |
| **General** | 0Not well | 1Minimal | 2-3Moderate | 4Exceptional | **Score****4 possible** |
| Communication, poise & presence |  |  |  |  |  |
| **Interview SUB-TOTAL SCORE (20 possible)** |  |
| **Sections A-E SUB-TOTAL SCORE (40 possible)** |  |
| **TOTAL SCORE (60 possible)** |  |

|  |
| --- |
| **ACTE Excellence Award Application (check )** |
| Member Award Application |  | State Association/Regional Endorsement |  |
| ACTE Membership Verified |  | Digital Photo |  |

Page 2 of 2

**ACTE Career Guidance**

**Evaluation Form – Region IV**

**State**\_\_\_\_\_\_**Nominee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A - Program Description** | 0Not addressed | 1Addressed but minimal | 2Addressed moderately | 3Addressed completely | **Score****9 possible** |
| * Innovative or unique characteristics
 |  |  |  |  |  |
| * Impact of program on students
 |  |  |  |  |
| * Promotion of CTE
 |  |  |  |  |
| **Section B - CTE Memberships & Affiliations** | 0Noevidence | 1Minimal | 2Moderate | 3Extensive | **Score****9 possible** |
| * CTE memberships / affiliations
 |  |  |  |  |  |
| * Leadership responsibilities
 |  |  |  |  |
| * Activities
 |  |  |  |  |
| **Section C – Community Involvement** | 0No evidence | 1Minimal | 2Moderate | 3Extensive | **Score****9 possible** |
| * Industry/business partnerships
 |  |  |  |  |  |
| * Community service
 |  |  |  |  |
| * Other contributions
 |  |  |  |  |
| **Section D – Personal Story** | 0No evidence | 1Minimal | 2Moderate | 3Extensive | **Score****9****possible** |
| * Significance in CTE
 |  |  |  |  |  |
| * Short-term Impact on students, others
 |  |  |  |  |
| * Long-term Impact on students, others
 |  |  |  |  |
| **Section E – Letters of Support** | 0No evidence | 1Submitted - incomplete | 2Submitted - complete |  | **Score****4****possible** |
| * Supervisor
 |  |  |  |  |
| * Student or Parent
 |  |  |  |
| **Sections A-E SUB-TOTAL SCORE (40 possible)** |  |

Page 1 of 2

**ACTE Career Guidance *(continued)* State**\_\_\_\_\_\_**Nominee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interview**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question 1** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| Why should students be involved in CTSOs? What strategies do you use to encourage participation? |  |  |  |  |  |
| **Question 2**  | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| How much are you involved in your community? Are you involved with the business/industry in your community, if so how? How do you promote community service and/or business/industry involvement in students? |  |  |  |  |  |
| **Question 3** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| What kind of Instructional technology do you use in working with students? |  |  |  |  |  |
| **Question 4** | 0Not addressed | 1Addressed but minimal | 2-3Addressed moderately | 4Addressed completely | **Score****4 possible** |
| What new things are you trying or doing in your school to stay up to date with career clusters? Ex: what do you do to ensure students are aware of the real world of work? |  |  |  |  |  |
| **General** | 0Not well | 1Minimal | 2-3Moderate | 4Exceptional | **Score****4 possible** |
| Communication, poise & presence |  |  |  |  |  |
| **Interview SUB-TOTAL SCORE (20 possible)** |  |
| **Sections A-E SUB-TOTAL SCORE (40 possible)** |  |
| **TOTAL SCORE (60 possible)** |  |

|  |
| --- |
| **ACTE Excellence Award Application (check )** |
| Member Award Application |  | State Association/Regional Endorsement |  |
| ACTE Membership Verified |  | Digital Photo |  |

Page 2 of 2

**ACTE Member Awards – Region IV**

**Score Summary Sheet**

**State**\_\_\_\_\_\_ **Committee Member**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Award** | **State** | **Last Name** | **Dossier** | **Interview** | **Total** |
| **Teacher of the Year** | AR |  |  |  |  |
| LA |  |  |  |  |
| MS |  |  |  |  |
| NM |  |  |  |  |
| OK |  |  |  |  |
| TX |  |  |  |  |
| **Outstanding Career and Technical Educator** | AR |  |  |  |  |
| LA |  |  |  |  |
| MS |  |  |  |  |
| NM |  |  |  |  |
| OK |  |  |  |  |
| TX |  |  |  |  |
| **Outstanding New Career and Technical Teacher** | AR |  |  |  |  |
| LA |  |  |  |  |
| MS |  |  |  |  |
| NM |  |  |  |  |
| OK |  |  |  |  |
| TX |  |  |  |  |
| **Outstanding Teacher in Community Service** | AR |  |  |  |  |
| LA |  |  |  |  |
| MS |  |  |  |  |
| NM |  |  |  |  |
| OK |  |  |  |  |
| TX |  |  |  |  |
| **Career Guidance Award** | AR |  |  |  |  |
| LA |  |  |  |  |
| MS |  |  |  |  |
| NM |  |  |  |  |
| OK |  |  |  |  |
| TX |  |  |  |  |

**SAMPLE INTERVIEW SCHEDULE**

(Date)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Time** | **Nominee** | **Award Category** |
| 1 | 9:00 – 9:20 |  |  |
| 2 | 9:20 – 9:40 |  |  |
| 3 | 9:40 – 10:00 |  |  |
| 4 | 10:00 – 10:20 |  |  |
| 5 | 10:20 – 10:40 |  |  |
| 6 | 10:40 – 11:00 |  |  |
| 7 | 11:00 – 11:20 |  |  |
| 8 | 11:20 – 11:40 |  |  |
| 9 | 11:40 – 12:00 |  |  |
| 10 | 1:00 – 1:20 |  |  |
| 11 | 1:20 – 1:40 |  |  |
| 12 | 1:40 – 2:00 |  |  |
| 13 | 2:00 – 2:20 |  |  |
| 14 | 2:20 – 2:40 |  |  |
| 15 | 2:40 – 3:00 |  |  |

|  |  |  |
| --- | --- | --- |
| **What?** | **Who?** | **How long?** |
| Introductions & instructions | Committee Chair  | 3 minutes |
| Interview questions | Committee Members (5) | 10 minutes |
| Wrap-up | Committee Chair | 2 minutes |
| Interview Total | 15 minutes |
| Scoring/Preparing for next interview | 5 minutes |

**AWARDS SPREADSHEET**

Sample of Excel spreadsheet (summary worksheet) used to compute award winners. A separate worksheet was set up for each state to enter individual scores. Formulas in this summary worksheet totaled all scores.

****

**AWARDS CEREMONY SCRIPT (Sample)**

This is the script used in 2010 – use as a guideline or sample. Change font to “20” and double-space to print for podium script. Also, begin a new page with each award category.

**ACTE REGION IV AWARDS PROGRAM 2010**

**CHERYL**

Good morning everyone and welcome to the Region IV Awards Luncheon. We are pleased that our Region IV representative to the ACTE national awards committee was selected as the 2010 committee chair – Dave DeRousse of Louisiana – Dave will come now and lead us in the blessing.

**DAVE**

Blessing

**Meal**

**ROBIN**

Service project presentation

**DAVE**

(will talk about ACTE awards process – briefly) I would like to recognize the 2009 ACTE award winners who were all from Region IV – and actually all from Oklahoma – if any of the award winners are present today, please stand as I call your name:

* Diane Bull – Outstanding Teacher in Community Service
* Stormie Roberson – Outstanding New Career and Technical Teacher
* Bea Paul – Outstanding Career and Technical Educator
* Mark American Horse – Teacher of the Year

Congratulations to these outstanding educators from Region IV! *(applause)*

Now we will turn our attention to this year’s awards program, led by committee chair Cheryl Probst from Louisiana.

**CHERYL**

Your Region IV Awards Committee is comprised of representatives from each of the Region IV states – it has been my pleasure to work with these individuals for the past several years – some I had known for years but others I have only recently gotten to know through our committee meetings and communications. I have been impressed by their sincere dedication to career and technical education and am thankful for the time and effort they have put forth for the work of this committee. Let me introduce you to the members of the Region IV Awards Committee: Susan Arn, Oklahoma – Chair for 2011; Raelynne Massey – Arkansas; Tammie Brewer – Mississippi; Tracy Galligan – New Mexico; and Virginia Mosier – Texas. Thank you ladies!

Today we will recognize award recipients in four categories established by ACTE: Outstanding Teacher in Community Service, Outstanding New Career and Technical Teacher, Outstanding Career and Technical Educator, and Teacher of the Year. The ACTE awards program outlines eligibility standards for each award according to the title and purpose of each award. ACTE and state association membership is also a requirement – 5 years for the Teacher of the Year and Educator awards and 3 years for the New Teacher and Community Service awards. Active participation in ACTE activities at the state, regional and national levels are also considerations. The awards process begins within each division at the state level, with only one state winner selected for each award category. Those state winners then compete at the regional level and finally, all regional winners compete at the national level for the ACTE award honors. Please refer to the ACTE website for information on the awards program and begin today seeking your state’s awards nominees for next year!

We will now present certificates to all the state winners who participated in the Region IV awards process this year. Nominees please come forward and accept your certificate from Vice President Darin Lackey and remain at the front until all certificates are presented. Thank you Darin for your assistance.

Outstanding Teacher in Community Service, from Oklahoma’s Marketing Education Division, Elizabeth Wright. *(pause)*

Outstanding New Career and Technical Teacher, representing Arkansas from the Family and Consumer Sciences Division, Kristal Draper; *(pause)* representing Oklahoma from the Trade and Industrial Division, Buddy Neasbitt. *(pause)*

Outstanding Career and Technical Educator, representing Louisiana, from the Administration Division, Gayle Flowers; *(pause)* representing Oklahoma, also from the Administration Division, Jeanette Capshaw; *(pause)* and representing Texas from the Guidance and Career Development Division, Donna McKethan. *(pause)*

Teacher of the Year, representing Arkansas, from the Family and Consumer Sciences Division, Sheila Sartin; *(pause)* representing Louisiana, from the Trade and Industrial Division, Gary Weese; *(pause)* and representing the Technology Division from Oklahoma, Lawanta Ramsey. *(pause)* Thank you nominees for all the hard work you put into developing your awards dossier as required by ACTE. Let’s give them another round of applause as they are seated. *(pause)*

Each of our committee members will now present the Region IV award for each category.

**TAMMIE**

 Recipients of the ACTE Outstanding Teacher in Community Service award must have made significant contributions toward training, motivating and inspiring their peers and students to become involved in programs and projects that benefit their communities.

This year, there have been many touching stories regarding community service projects in the Region IV area. The following is an excerpt from a letter from parent of former student:

“If you are trying to find a teacher that has made the most positive impact on their community, you need to stop looking. This teacher is such an integral part of our community and high school, that I can’t imagine that anyone can top her work. As a parent, I wish my son had more role models like her to demonstrate what active citizenship means. In the three years my child was in her class, I saw this teacher encourage her students to become participants in their high school experiences, not just bystanders. She found or created activities to appeal to a broad range of students. She encourages every student to find their niche and to adopt a philosophy of giving. She teaches them volunteering is fun…”

She and her students developed dodge ball tournaments used canned food as the entry fee for student organization teams and cans for students to be admitted as part of the audience. This teacher has guided her students in collecting over thirteen thousand food items for a community food bank. This winning teacher also would guide her students in a “Can-Do” project and have her students create sculptures out of these canned goods for the benefit of the community. In order to give her students the “whole picture”, she would then take her students to the food bank and have them bring their canned goods to the food bank and then clean and organize it for the community.

When two of her former students, who were brothers, were deployed to the Middle East, this teacher helped her students in developing a plan to send letters, toiletry items, cards and puzzle books to the Marines throughout the year. A total of almost 4,000 items and 170 letters were sent to Iraq as a result of this effort.

She and her students have helped with Relay for Life, helped encourage reading through six book fairs and participated in SHOCK (Seniors Helping Our Community and Kids) Day by landscaping local churches and going to the elementary schools to teach 4th grade students about entrepreneurship.

Please congratulate our 2010 Region IV Outstanding Teacher in Community Service – Elizabeth (Liz) Wright from Oklahoma. Congratulations Liz for your outstanding community service efforts and the impact these activities have had on your students and your community. We wish you the best as you proceed to the National Competition in Las Vegas.

**VIRGINIA**

ACTE wishes to recognize new teachers who have made significant contributions toward innovative or unique programs and who have shown a professional commitment early in their careers. The Outstanding New Career and Technical Teacher must be currently employed as a full-time teacher in a career and technical education program other than at the baccalaureate level. Nominees must have taught a minimum of three but not more than five years – and be new to the teaching profession.

Even though the recipient of the Region 4 Outstanding New Career and Technical Teacher award is a newcomer to the teaching profession, this teacher has already accumulated an extensive record of classroom excellence, professional leadership, and community service. This teacher is active at the local, state and national levels in their student leadership organization and has held offices of leadership at the state level in their trade group. They work hard to improve instruction for all students and to keep their program updated and relevant.

A colleague of this teacher wrote, “I have had the opportunity to work with many teachers of various levels of experience and years of service. Very few of them possess the professionalism, vision, drive, and leadership of this teacher.”

The parent of a former student wrote that, “As a parent of one of this teacher’s students, I am proud to say my child was taught by the best instructor I have ever known. I know my child is a better person because of this teacher.”

A former student says that this teacher “has over the years helped me grow into what I believe to be a mature, responsible, and respectful young lady. This teacher is willing to do whatever it takes to ensure the success of students in their program. This teacher has always set the goals for their students high and strives to assist them to achieve these goals to the best of their ability. Encouraging others to improve and achieve their goals is one of this teacher’s outstanding characteristics. Without this teacher’s guidance, I would not be as far ahead in my long-sought-out journey to become a federal agent for the F.B.I. He is a very dedicated and hard working teacher.”

The recipient of the Region 4 ACTE Outstanding New Career and Technical Teacher award is Buddy Neasbitt, Criminal Justice Instructor from the Great Plains Technology Center in Lawton Oklahoma. Buddy, would you please come forward and receive your award.

**RAELYNNE**

The Outstanding Career and Technical Educator award recognizes educators who have provided significant contributions to professional associations and career and technical education programs for youth and/or adults. Recipients of this award must be involved in the improvement, promotion, research, or development of career and technical education programs. Nominees must serve in non-teaching capacities such as teacher-educator, administrator, guidance counselor, or program specialist.

Today’s award winner has been described as someone who gets things done with a smile. She works tirelessly for the betterment of students, her community, and career and technical education.

During her 30 years as an educator, she has established over a dozen of the most innovative learning programs in her home state. She has experience in teaching, counseling, special needs, and program administration in both public schools and technology centers.

A former student wrote, “after being released from federal prison, when I didn’t even believe in myself, this teacher encouraged me to be all that I can be. She pushed me to challenge myself . . . within weeks after graduation, I did obtain a position with a company that would not have normally hired an ex-felon. I can now say that I am a success story due to the guidance, direction, and encouragement of this educator.”

Please help me recognize Mrs. Jeanette Capshaw of the Moore Newman Technology Center in Norman, Oklahoma, as Region IV Outstanding Career and Technical Educator for 2010.

**SUSAN**

ACTE developed the prestigious Teacher of the Year to recognize teachers who are providing outstanding career and technical education programs for youth and/or adults. Recipients must have made significant contributions toward innovative, unique, and novel programs that are serving to improve and promote career and technical education. Nominees must be full-time classroom or laboratory teachers in career and technical education program and must be involved in ACTE at the regional and/or national level.

 This year’s Teacher of the Year award winner is a teacher in the classroom and in the community. This teacher serves students from many rural and urban neighborhoods. The leadership displayed by this teacher is evident at the local, state, regional and national levels. This can be documented from involvement in student organizations, student competitions, curriculum written and the numerous presentations at the local to the national level.

 This teacher believes one should motivate, direct and support all students to achieve at the highest level. In this teacher’s classroom, students learn specific technical skills along with social skills and employability skills. As stated in one of the letter of recommendation, “This teacher has consistently exemplified an involved professionalism as a community business owner; career and technical educator; a member and leader of local, state, and national professional organizations.” Another colleague states that this teacher is a positive role model for young people and exhibits additional leadership skills and professionalism by attending and presenting at conferences and workshops on all levels.” Not only does this teacher provide high quality instruction to students, this teacher is there to support and motivate students as well as fellow colleagues.

Our award winner has been a member of ACTE for seven years and has been instrumental in promoting and getting national recognition for his career tech program. And now, it is my honor to announce the 2010 Region IV Teacher of the Year, teaching Automotive Technology at Caddo Career and Technology Center in Shreveport, Louisiana …. Gary Weese. Congratulations for being this year’s Region IV Teacher of the Year.

**CHERYL**

Congratulations to all our award winners and thank you to all the awards candidates who took the time to participate in the awards process. We committee members learn so much from you and are inspired by your personal stories – thank you for sharing your lives with us. Region IV award winners – you will now compete at the 2010 ACTE Career Expo in Las Vegas, Nevada – December 2-4. Good luck at ACTE! Keep up the Region IV reputation! Also, award winners, please report immediately to the front for photos.

**DARIN**

Closing remarks

**REGION IV AWARDS PLAQUE – SAMPLE**



2010 Region IV

Outstanding Teacher in Community Service

Presented to

(Insert name)

In recognition of outstanding contributions to career and technical education

**EXCERPT FROM REGION IV POLICY & PROCEDURES MANUAL**

The following is an excerpt from the Region IV Policy & Procedures Manual, revised November 2011, that includes information that is related to the Awards Committee - Standing Committees (Region IV), ACTE Committees, and tables.

**STANDING COMMITTEES AND AD HOC COMMITTEES**

**Policy**

1. Standing Committees and Ad Hoc Committees may be established in accordance with the needs to carry out the purposes of the ACTE within the Region.

2. The Region Vice President will make committee appointments.

**Procedure**

1. Standing Committees for Region IV will be:

a. Audit Review Committee;

b. Awards Committee;

c. Bylaws Committee;

d. CTE Support Fund;

e. Nominating Committee;

f. Resolutions Committee.

2. The Region IV Vice President, as needed, may appoint Ad Hoc Committees. The Region IV Vice President Search and Nominating Committee and the Region IV Conference Planning Committee are examples of Ad Hoc Committees.

3. Committee appointments are July 1 through June 30.

4. Appointment to standing committees is normally for a three-year term and committee members will be rotated in a manner that allows replacement of two (2) committee members each year.

5. The term of office for Ad Hoc Committees is generally for one (1) year or less.

6. Each state will have a representative on each committee.

7. The chairperson for each committee will be selected annually by committee members.

8. A Region IV committee member may not serve more than one consecutive three-year term on the same committee.

9. Each state will develop its own procedure for appointments to Region IV committees.

10. Rotation schedule for ACTE Region IV Standing Committees is shown in Table 4.

11. Standing Committee general responsibilities include:

a. A member of the Region IV Policy Committee will serve as liaison to each committee.

b. The Region IV Vice President will appoint each liaison.

c. Each committee will select a committee chair.

d. Each committee will follow objectives for the committee as established by ACTE and which fulfill needs and obligations of Region IV.

e. The committee objectives should be reviewed at the Region IV Conference.

e. Each committee will make a report in writing after each committee meeting and submit it to the Region IV Policy Committee liaison.

f. Each committee will present the committee report at the Region IV Business Meeting at the ACTE Convention and Region IV Conference.

g. The committee liaison will report to the Region IV Vice President and Policy Committee.

h. ACTE members may request reports from the Region IV Vice President.

12. Audit Review Committee responsibilities include:

a. Support Region IV representative to the ACTE Audit Review Committee;

b. Review the Region IV Policy and Procedures Manualand recommend changes in those policies and procedures that relate to Audit Review Committee;

c. Review audit documents prepared or provided by the ACTE Audit Review Committee;

d. Review the ACTE Whistleblower Policy to ensure the policy adequately enforces an anti-fraud program;

e. Discuss/review/recommend issues pertinent to audit reviews;

f. Respond to any directives from ACTE related to audit reviews;

g. Respond to directives from the Region IV Vice President.

13. Awards Committee responsibilities include:

a. Support Region IV representative to the ACTE Awards Committee;

b. Review the Region IV Policy and Procedures Manualand recommend changes in those policies and procedures that relate to Awards Committee;

c. Maintain up-to-date Region IV Awards Program Guidelines;

d. Ensure Region IV Awards Program Guidelines follow national awards program guidelines;

e. Review all applications for awards through Region IV (follow process outlined in Region IV Awards Program Guidelines);

f. Select the recipients for all Region IV awards;

g. Recommend modifications to existing awards or recommend new award categories to the Region IV ACTE Awards Committee representative who will in turn present those recommendations to the ACTE Awards committee;

h. Respond to directives from the Region IV Vice President.

i. Region IV Awards chairperson is responsible for ensuring the delivery of Region IV awards dossiers to the ACTE Awards Committee.

14. Bylaws Committee responsibilities include:

a. Support Region IV representative to the ACTE Bylaws Committee;

b. Review the Region IV Policy and Procedures Manualand recommend changes in those policies and procedures that relate to the Bylaws Committee;

c. Review the entire Region IV Policy and Procedures Manualand recommend changes in those policies and procedures that may be dictated by ACTE policy changes;

d. Secure approval of all recommended changes by the Region IV Vice President and Policy Committee;

e. Update and maintain the electronic copies of the Region IV Policy and Procedures Manual;

f. Respond to directives from the Region IV Vice President.

g. The latest edition of Robert’s Rules of Order will be the parliamentary authority.

15. CTE Support Fund Committee responsibilities include:

a. Support Region IV representative to the ACTE CTE Support Fund Committee;

b. Review the Region IV Policy and Procedures Manualand recommend changes in those policies and procedures that relate to the CTE Support Fund Committee;

c. Support ACTE efforts to raise funds to support the advocacy and awareness efforts of the association;

d. Contribute ideas for development of a plan to increase the CTE Support Fund;

e. Provide feedback, suggestions to ACTE staff on a plan to maximize the structure for raising funds;

f. Respond to directives from ACTE and the ACTE CTE Support Fund Committee;

g. Respond to directives from the Region IV Vice President.

16. Nominating Committee responsibilities include:

a. Support Region IV representative to the ACTE Nominating Committee;

b. Review the Region IV Policy and Procedures Manualand recommend changes in those policies and procedures that relate to Nominating Committee;

c. Be knowledgeable of the current ACTE nomination and election process;

d. Seek to identify potential future candidates for offices or leaders of the association and Region IV;

e. Educate membership on roles and responsibilities of ACTE leadership;

f. Review nomination process and identify ways to enhance the process for ACTE, divisions, and regions;

g. Respond to directives from ACTE and the ACTE Nominating Committee;

h. Respond to current needs related to the nomination process or leadership vacancies as they occur within Region IV;

i. Respond to directives from the Region IV Vice President.

17. Resolutions Committee responsibilities include:

a. Support Region IV representative to the ACTE Resolutions Committee;

b. Review the Region IV Policy and Procedures Manualand recommend changes in those policies and procedures that relate to Resolutions Committee;

c. Receive resolutions submitted by members through Region IV;

d. Review and edit resolutions;

e. Determine approval of resolutions for submission to ACTE;

f. Identify activities to educate membership on resolutions – most effective use of resolution process, writing resolutions, etc.

g. Respond to directives from the Region IV Vice President.

h. Region IV representative to the ACTE Resolutions Committee will submit approved resolutions according to ACTE procedures/timeline.

18. Ad Hoc Committee responsibilities include:

a. Region IV Conference Planning Committee:

(1) Plan and organize the annual Region IV Conference, which includes planning the program and inviting presenters;

(2) Submit proposed program to the Region IV Policy Committee for approval;

(3) Maintain records pertaining to the Region IV Conference and submit such records to the Region IV Vice President following completion of all conference business transactions.

(4) The Region IV Policy Committee member from the state hosting the next (or current) Region IV Conference will serve as the Region IV Vice Chairperson during that respective year.

(5) The Region IV Policy Committee member from the state which will host the Region IV Conference in the succeeding year will serve as Recording Secretary.

(6) The rotation schedule for Region IV Conference, Vice Chairperson and Recording Secretary is found in Table 5.

b. Other ad hoc committees may be established as deemed necessary and appropriate by the Region IV Vice President.

**Table 4**

**Rotation for Region IV Standing Committee Members**

**July 1 - June 30**

**Three-Year Appointments**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AWARDS** |  Arkansas | 2009-2012 | 2012-2015 |  | **BYLAWS** |  Arkansas | 2011-2014 | 2014-2017 |
| New Mexico | 2009-2012 | 2012-2015 | New Mexico | 2011-2014 | 2014-2017 |
| Louisiana | 2010-2013 | 2013-2016 | Louisiana | 2009-2012 | 2012-2015 |
| Mississippi | 2010-2013 | 2013-2016 | Mississippi | 2009-2012 | 2012-2015 |
| Oklahoma | 2011-2014 | 2014-2017 | Oklahoma | 2010-2013 | 2013-2016 |
| Texas | 2011-2014 | 2014-2017 | Texas | 2010-2013 | 2013-2016 |
|  |
| **AUDIT REVIEW** |  Arkansas | 2011-2014 | 2014-2017 |  | **CTE SUPPORT FUND** |  Arkansas | 2009-2012 | 2012-2015 |
| New Mexico | 2011-2014 | 2014-2017 | New Mexico | 2009-2012 | 2012-2015 |
| Louisiana | 2009-2012 | 2012-2015 | Louisiana | 2010-2013 | 2013-2016 |
| Mississippi | 2009-2012 | 2012-2015 | Mississippi | 2010-2013 | 2013-2016 |
| Oklahoma | 2010-2013 | 2013-2016 | Oklahoma | 2011-2014 | 2014-2017 |
| Texas | 2010-2013 | 2013-2016 | Texas | 2011-2014 | 2014-2017 |
|  |
| **NOMI NATING** |  Arkansas | 2010-2013 | 2013-2016 |  | **RESOLUTIONS** |  Arkansas | 2010-2013 | 2013-2016 |
| New Mexico | 2010-2013 | 2013-2016 | New Mexico | 2010-2013 | 2013-2016 |
| Louisiana | 2011-2014 | 2014-2017 | Louisiana | 2011-2014 | 2014-2017 |
| Mississippi | 2011-2014 | 2014-2017 | Mississippi | 2011-2014 | 2014-2017 |
| Oklahoma | 2009-2012 | 2012-2015 | Oklahoma | 2009-2012 | 2012-2015 |
| Texas | 2009-2012 | 2012-2015 | Texas | 2009-2012 | 2012-2015 |

**ACTE COMMITTEE APPOINTMENTS**

**Policy**

1. Region IV may have representatives on ACTE Standing Committees:

a. Audit Review

b. Awards

c. Bylaws

d. CTE Support Fund

e. Nominating

f. Resolutions

2. When Region IV is eligible to make recommendations for ACTE Standing Committees, the Region IV Vice President will make the recommendations to the ACTE Board after consulting with the Region IV Policy Committee.

3. Recommendations will be from states as listed on a rotating schedule.

**Procedure**

1. The Region IV representative to ACTE Audit Review Committee will rotate every three (3) years; all other ACTE Committees will rotate every two (2) years.

2. All committee appointments begin on July 1 and end on June 30.

3. The Region IV appointment to the corresponding ACTE Committees will serve as an ex-officio member of the same Region IV Standing Committee.

4. The rotation schedule for ACTE Committee appointments shown in Table 6.

**Table 6**

**Rotation for ACTE Committee Appointments**

**July 1 - June 30**

**Two-Year Terms**

**Except Audit Review – Three-Year Term**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AUDIT REVIEW****(Three-Year Term)** | Arkansas | 2010-2013 |  | **AWARDS** | Louisiana | 2009-2012 |
|  Louisiana | 2013-2016 |  Mississippi | 2012-2014 |
| Mississippi | 2016-2019 | New Mexico | 2014-2016 |
| New Mexico | 2019-2022 | Oklahoma | 2016-2018 |
| Oklahoma | 2022-2025 | Texas | 2018-2020 |
| Texas | 2025-2028 | Arkansas | 2020-2022 |
|  |
| **BYLAWS** |  Mississippi | 2009-2012 |  | **CTE SUPPORT FUND** | New Mexico | 2009-2012 |
| New Mexico | 2012-2014 | Oklahoma | 2012-2014 |
| Oklahoma | 2014-2016 | Texas | 2014-2016 |
| Texas | 2016-2018 | Arkansas | 2016-2018 |
| Arkansas | 2018-2020 |  Louisiana | 2018-2020 |
| Louisiana | 2020-2022 |  Mississippi | 2020-2022 |
|  |
| **NOMINATING** | Oklahoma | 2010-2012 |  | **RESOLUTIONS** | Texas | 2010-2012 |
| Texas | 2012-2014 | Arkansas | 2012-2014 |
| Arkansas | 2014-2016 |  Louisiana | 2014-2016 |
|  Louisiana | 2016-2018 | Mississippi | 2016-2018 |
| Mississippi | 2018-2020 | New Mexico | 2018-2020 |
| New Mexico | 2020-2022 | Oklahoma | 2020-2022 |
|  |

**Table 7**

**Rotation for Region IV Conference**

|  |  |  |
| --- | --- | --- |
| New Mexico | 2012 | 2018 |
| Oklahoma | 2013 | 2019 |
| Louisiana | 2014 | 2020 |
| Arkansas | 2015 | 2021 |
| Texas | 2016 | 2022 |
| Mississippi | 2017 | 2023 |



Travel Expense Report

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME (PLEASE PRINT OR TYPE) PURPOSE OF EXPENDITURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_

ADDRESS BUDGET CODE DESIGNATED RESTRICTED DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY STATE ZIP CODE BOARD MEMBER OR CHAIR SIGNATURE

**(SEE REVERSE SIDE FOR GUIDELINES)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE | FROM | TO | AIRFARE | RENTAL/TAXI | POV\*MILES | LODGING | MEALS\*\* | MISC.\*\*\* | DAILY TOTAL |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | COLUMN**TOTALS** |  |  |  |  |  |  |  |

 **\*PRIVATELY OWNED VEHICLE**

### ACTE STAFF USE ONLY

#### ACCOUNT NUMBERS COST

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_**

 **TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

**PROGRAM MANAGER DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_**

**EXECUTIVE DIRECTOR DATE**

**TOTAL POV BUSINESS MILES \_\_\_\_\_\_X\_\_$0.55\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*not to exceed the daily rate**

**\*\*\*airport/hotel/tips, fax, phones**

**subtotal $\_\_\_\_\_\_\_\_\_\_\_\_**

**LESS PREVIOUS ADVANCE <$\_\_\_\_\_\_\_\_\_\_\_\_**

 **AMOUNT DUE (OWED) $\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE: Entertainment expenses in excess of daily meal allowances must be explained.**

**I hereby certify that all items of expense included in the above statement were incurred in the discharge of official ACTE business and that they are proper charges supported by the attached receipts. I also certify that I am not receiving reimbursement for these expenses from any other source.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature Date**

 **Excerpts from ACTE Policy Manual on Travel Policies**

It is ACTE’s policy to use the most efficient and cost effective methods available for staff and Board travel without causing undue hardship and inconvenience on the traveler. (As a general rule, travelers are not expected to have to travel between midnight and 6:00 a.m.).

**Use low cost advance airfare ticketing**: Staff and Board should attempt to take advantage of low cost advance fares to the fullest extent possible (at least 14-21 days in advance of departure date). Any costs incurred because of changes in flights or itinerary should be justified fully. Changes for convenience of the traveler will not be reimbursed.

**Use of personally owned vehicles (POV)**: A board or staff member may use his/her POV for official travel. Unless specifically approved in advance by the President or Executive Director, reimbursement will be limited to the lesser of: coach airfare, plus airport shuttles, baggage tips and taxis; or POV at the IRS mileage rate plus parking and tolls.

**Convention and Conference:** Board and staff should use ACTE provided transportation and/or taxis rather than rental cars for local travel when on official ACTE business between outlying hotels and meeting sites…In some cases rental cars may be less expensive and may be authorized in advance by the President for the Board and the Executive Director for staff.

**Duration:** All attempts should be made to minimize the duration of trips. All reimbursement for lodging will be at the “single” room rate.

Members of the Board of Directors, staff and others who are on an ACTE expense account shall be reimbursed reasonable and necessary hotel expenses while attending meetings on behalf of ACTE. The maximum meal allowance, including tips, will follow the IRS guidelines for Meals and Incidental Expenses (M&IE Rate):

| **M&IE Total** | **$46** | **$51** | **$56** | **$61** | **$66** | **$71** |
| --- | --- | --- | --- | --- | --- | --- |
| **Continental Breakfast/ Breakfast** | 7 | 8 | 9 | 10 | 11 | 12 |
| **Lunch** | 11 | 12 | 13 | 15 | 16 | 18 |
| **Dinner** | 23 | 26 | 29 | 31 | 34 | 36 |
| **Incidentals** | 5 | 5 | 5 | 5 | 5 | 5 |

If a meal is furnished while on ACTE travel, Board and staff will not claim reimbursement for that meal.

An original copy of the airline ticket, showing time of departure and return, will be required. Where expenses are shared, a copy will be accepted provided that the name and address of the other participant is listed. **Receipts are required for all expenses over $25.00.**

*To view current “per diem” rates refer to* [*www.gsa.gov*](http://www.gsa.gov)

**EXPENSE REPORTS MUST BE RECEIVED FOR PROCESSING WITHIN**

**45 DAYS OF LAST DAY OF TRAVEL**