**NDACTE Award Recognition Committee**

Actions needed by the Membership Committee after application deadline:

\* Review all award applications to select the best recipients. If all sections of the application are not complete, the Membership Committee Chair will return the application to the nominator to complete within the application deadline or one week following the deadline if the application was received on the deadline. Completed application materials will be forwarded to the committee by the Membership Committee Chair. Upon selection of the award winners, the Membership Committee Chair will notify the committee members of the recipients to be recognized. **(CHAIR & COMMITTEE)**

\* Order plaques for award recipients. Notify divisions of their cost for New Teacher’s plaque. **(EXEC DIR)**

\* Write up short bios and notify Department of CTE of present award recipients to be listed in the PDC program, along with NDACTE award recipients from the past 3 years.**(CHAIR)**

\* Order “Past NDACTE Award Recipient” and “NDACTE Award Recipient” Ribbons to have available at PDC **(EXEC DIR)**

\* Send invitations to recipients regarding the RIVERBOAT Cruise when official notification letter goes out **(EXEC DIR).** Invite spouses to attend if they would like to purchase a guest ticket at $10. NDACTE Board members attend Riverboat Cruise free as a token of appreciation for being on the board.

\* Include membership renewal form in award packet to be returned for renewal and paid by NDACTE for Overall New Teacher of the Year, Teacher of the Year, Post-Secondary Teacher of the Year, Administrator of the Year, Carl Perkins Community Service, Career Guidance and Lifetime Achievement. **(EXEC DIR)**

\* Issue $200 checks to Overall New Teacher of the Year, Teacher of the Year, Post-Secondary Teacher of the Year, Administrator of the Year, Carl Perkins Community Service, Career Guidance and Lifetime Achievement; NDACTE president to award the checks. **(EXEC DIR)**

\* Notify NDCTEA of Overall New Teacher of the Year so they can produce a large $500 check (to be used for Region V or ACTE travel expenses) to present at PDC. **(EXEC DIR)**

\* Notify media of award presentations to be made at PDC. **(EXEC DIR)**

\* Notify nominators, award recipients, and school officials of award presentations to be made. **(EXEC DIR)**

Actions needed by the Awards Committee after awards presented:

\* Check with all winners to see if they would like to update anything in their packet along with the picture before forwarding applications to Region V. Forward the winners’ applications to the regional level. .**(CHAIR or COMMITTEE MEMBER)**

\* Notify media and school representatives of recipients recognized. Provide award recipients with picture and press release of award presentation. **(EXEC DIR)**