

2011 T&I DIVISION AWARD NOMINATION SUBMISSION GUIDELINES

1. Nomination in concise vita style, two (2) pages maximum, addressing the following six (6) statements.
 1. Describe how the nominee has promoted the philosophy and objectives of programs in CTE.
 2. How has the nominee been involved with ACTE and other professional organizations which support the philosophy and objectives of CTE programs?
 3. How has the nominee recognized and promoted the professional growth of CTE teachers in his or her school/region/state?
 4. Provide examples of how the nominee promotes the growth and development of SkillsUSA as an integral part of CTE programs and service.
 5. Describe the nominee's involvement in state and national professional association meetings of CTE personnel to foster an exchange of ideas for the promotion, improvement, and expansion of CTE programs and services.
 6. Cite examples of the impact the nominee has made on students and the community.
2. Nomination must identify award category.
3. For the New Teacher Award category only; statement 3 above to be addressed as follows "Describe ways the nominee has participated in professional development activities that enhance their teaching and technical background".
4. Nomination must be submitted electronically to agromada@cjtf.org as an attachment to email using Microsoft Word 97-2003, 2007 or PDF formats. Submittals must be received by no later than September 23, 2011.
5. Follow the order of the evaluation criteria format used by the Awards Committee when judging the entries. Candidates should not be discouraged if not able to provide information in all categories.
6. Avoid the use of abbreviations, except for SkillsUSA, T&I, ACTE or CTE.
7. Any items of specified verification or supporting evidence may be included, not to exceed eight pages in length total for submittal. These items should be captioned or otherwise identified; scanned and placed in the appendix. These materials may include, but are not limited to: (a) news articles; (b) certificates; (c) photocopies and (d) other supporting items of interest.
8. Self nominating candidates must supply two (2) letters of recommendation. These letters must be emailed directly to agromada@cjtf.org from the recommending source.
9. Teacher award candidates will indicate education/professional development activity: (A) which meet state certification requirement; and (B) which are beyond state certification required. (See Item II of Evaluation Form)
10. Award recipients will be notified by October 10, 2011, please be prepared to provide three (3) hi-quality digital picture images. Suggestions: (1) one head and shoulder shot of you; (2) one of you working with students, teachers or industry; and (3) one of you with your school or business sign in the background. (These slides can be submitted after October 10, 2011, but no later than November 1, 2011.)