



ACTE NATIONAL LEADERSHIP FELLOWSHIP PROGRAM

The Association for Career and Technical Education is pleased to announce that applications are now being accepted for the 2011 ACTE Fellowship Program.

Purpose

The purpose of the Fellowship Program is to:

- Establish a leadership development program for CTE Educators in ACTE and assist individuals in further developing their leadership skills in CTE and their involvement in professional associations.
- Provide an opportunity for CTE Educators to become familiar with and participate in the processes used by policy makers in the development and implementation of laws, regulations, and other public policies at the local, state, and federal levels.
- Identify, train and motivate a cadre of leaders who will continue to position ACTE as a leader in developing an educated, prepared, adaptable and competitive workforce.

Program of Work

The Fellowship Program is a one-year commitment from January 1, 2011 – December 31, 2011. Each participant will complete the required activities, and submit a final portfolio of their accomplishments to the Fellowship Coordinator. Final reports are due by January 15, 2012.

The portfolio will include the following activities subdivided into three categories: Leadership, Policy and Professional Development:

Leadership

1. Serve as a mentor for a state or regional ACTE member.
2. Interview by phone or in-person with a current leader in Career and Technical Education.
3. Observe one National ACTE Board Meeting.
4. Read two required readings (one book selected to be read by all the Fellows, one book chosen from the reading list by the Fellow). Participate in discussion regarding the book read by all Fellows and lead discussion on the book the Fellow selected. Write reports on books read.
5. Participate in a “board shadow” program to see “behind the scenes” and receive additional insight into the responsibilities of a national leader.
6. Serve on a Task Force or Committee.
7. Work with the other ACTE Fellows to present a session on your experience with the ACTE Fellowship Program at convention.
8. Listen to and respond to Leadership Webcasts.
9. Seek to serve as a Delegate for their state at the Assembly of Delegates.

The 2011 ACTE National Leadership Fellowship Program is made possible thanks to support from Worldwide Interactive Network.

Policy

1. Conduct an in-person visit with a local legislator (guidance to be given) and prepare a report of the experience.
2. Conduct an in-person visit with a state legislator (guidance to be given) and prepare a report of the experience.
3. Conduct an in-person visit with a federal legislator (guidance to be given) and prepare a report of the experience.
4. Serve as a spokesperson for the organization at the National, Regional, State or Local level.

Professional Development

1. Participate in the initial Conference Call with Fellowship Coordinator and Fellows.
2. By May, develop personal professional development goals with next steps in place for pursuit after the Fellowship year is complete. Fellows will discuss this project throughout the year with the other Fellows and the Fellowship Coordinator and will present a final report of their plan to the Fellowship Coordinator.
3. Attend at least two ACTE events (NPS, Convention, Regional Conference, State Conference).
4. Complete a portfolio of all Fellowship Program work. Each group of Fellows would be given a portfolio at the beginning of each year; the portfolio would detail the required activities and provide space for the Fellow to add in their work. At the end of the year the Fellows would have a complete portfolio with all of their work.
5. Participate in monthly conference calls.
6. Reach out to sponsors and exhibitors at Convention on behalf of ACTE.
7. Be willing to serve as a mentor for the next class of Fellows.

Financial Obligations

The 2011 Fellows will receive a \$1000 stipend, made possible through the support of **Worldwide Interactive Network** (<http://www.w-win.com/>).

ACTE will provide complimentary registration to the National Policy Seminar and the ACTE Annual Conference. Each selected Fellow will also receive recognition on the ACTE website, in *Techniques Magazine*, will be provided with conference ribbons for NPS and the ACTE Annual Conference, lead a Fellowship Program Session during Annual Convention and be recognized during the Friday General Session at Convention.

In an effort to provide continuous support to the selected Fellows, the ACTE State Association will be asked to endorse candidate(s) from their states and to provide

complimentary registration to the state conference to selected Fellows. Each selected Fellow should be recognized at state conferences for their achievement.

Also in an effort to support selected Fellows, LEA will be asked to endorse the candidate(s) and to commit to financially sponsoring the Fellow’s travel costs (including transportation, hotel and per diem), covering substitute costs, and providing time for the selected candidates to travel.

The submitting LEA and State ACTE Association must agree that this is a candidate they will sponsor and final agreement for selection will be at the discretion of the ACTE Fellowship selection committee.

Selection

The 2011 ACTE Fellows will be identified by a committee composed of Regional Policy Committee and nominated members, not to exceed five members. One Fellow will be selected per ACTE Region. The decision for the Fellowship appointments will be based on an evaluation process (*see rubric below for scoring*). The selection factors will be based on the fellowship application and supporting materials. Please note that applicants may be asked to attend an interview session with the selection committee.

Points Possible	Points Earned Criterion
15	A completed application form.
20	A one-page letter expressing your interest in and commitment to serving as a Fellow for one year.
25	A one-page statement on the issues that you believe are most profoundly affecting Career and Technical Education in your LEA, the state, or the country today.
10	A detailed résumé.
15	A letter of support from your principal or immediate supervisor.
15	A letter of support from your State ACTE Association President or Executive Director.
100	Total
20	Interview Process (<i>In the event of ties or further clarification needed</i>).
120	Possible Grand Total

Criteria

Fellowships are limited to ACTE members who have at least one year of work in Career and Technical Education.

Applicants must submit:

1. A completed application form.
2. A one-page letter expressing your interest in and commitment to serving as an ACTE Fellow and how you intend to use the learning obtained as a result of the Fellowship.
3. A one-page statement discussing the issues that you believe are most profoundly affecting CTE today (in your LEA, the state, or the country).
4. A detailed résumé.
5. A letter of support from your principal or immediate supervisor.
6. A letter of support from your ACTE State Association President or Executive Director.

Please complete the application and submit with your support materials via email to llessels@acteonline.org or by submitting a CD with all materials to:

ACTE Fellowship Program
1410 King Street
Alexandria, VA 22314

All requirements of the application must be completed in order to be considered. Please submit your application by the deadline - **November 15, 2010**. Successful applicants will be notified by December 15, 2010.

If you have any questions or need assistance in completing your application, please contact Lauren Lessels at llessels@acteonline.org or by phone at (703) 683-3111 or toll-free at (800) 826-9972.



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APPLICATION

APPLICATION INSTRUCTIONS:

Before you begin, please review the Fellowship Program guidelines to help in filling out this application. If you have any further questions, please contact the ACTE Leadership Department at 703-683-3111 or llessels@acteonline.org.

Please complete this form and submit with your support materials electronically via email to llessels@acteonline.org or by submitting a CD with all materials to ACTE Fellowship Program, Association for Career and Technical Education, 1410 King Street, Alexandria, VA 22314.

REGION (please indicate by marking with an x)

Region I
 Region II
 Region III
 Region IV
 Region V

GENERAL INFORMATION

Name:		
School District:		
Position/Title:		
Employer:		
Work Location:		
Work Mailing Address:		
City:	State:	Zip:
Work Telephone:	Fax:	
Work Email:		
Home Address:		
City:	State:	Zip:
Home Telephone:	Mobile:	
Home Email:		

What subject(s) do you currently teach or administer?
What are the names of your U.S. Senators and Representative?
What are the names of your State Legislators?

ADDITIONAL INFORMATION

You may use up to one additional page to answer the following:

1. List and describe any leadership activities you have had with your ACTE State Association.
2. List and describe any other leadership activities and experiences you have.
3. Describe how you intend to use the learning obtained as a result of the Fellowship.

Candidate Agreement:

The commitments required for participation in the Fellowship process are described in the guidelines and in this application. Your signature below will indicate that you have read and agree with the one year commitment. Any deviation from the agreed activities may result in your dismissal from the Fellowship program.

Candidate Signature: _____ **Date:** _____

Principal/Dean and CTE Director Agreement:

The Principal/Dean and CTE Director are being asked to support substitute costs for six to ten release days. The Local School District may also financially sponsor local, state, and national travel costs.

Principal/Dean Signature: _____ **Date:** _____

CTE Director Signature: _____ **Date:** _____