**ACTE REGION IV**

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**AWARDS PROGRAM**

**GUIDELINES**

Revised February 2012

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**ACTE REGION IV AWARDS PROGRAM GUIDELINES**

(Revised January 2012)

The Region IV Awards Committee has established the following guidelines for use in completing the appropriate Association for Career and Technical Education (ACTE) awards application forms and preparing dossiers.

**Overview**

The Association for Career and Technical Education’s (ACTE) Excellence Awards seeks to promote excellence in career and technical education by recognizing individuals who have made extraordinary contributions to the field of career and technical education, programs that exemplify the highest standards and organizations that have conducted activities that promote and expand career and technical education.

There are three categories of the ACTE Excellence Awards:

* Nominated Awards
* ACTE Member Awards
* Essay Contests

Nominated Awards

These awards are submitted by a nominator who is an ACTE member in good standing:

* ACTE Image Award
* Lifetime Achievement Award
* Award of Merit
* Carl Perkins Outstanding Service Award
* Policymaker of the Year Award

ACTE Member Awards

These awards are limited to individuals who have won at both the state and Regional level prior to competition at the national level:

* 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

Essay Contests

These contests are sponsored or co-sponsored by ACTE and require a written essay for consideration for the cash prizes:

* ACTE/NIOSH School Lab Safety Award
* Cliff Weiss Memorial Essay Contest

Region IV awards comply with the guidelines set forth by the ACTE awards program. Information and application forms can be found at [www.acteonline.org/awards.aspx](http://www.acteonline.org/awards.aspx).

**ACTE Member Awards**

A summary of the guidelines for the Association for Career and Technical Education (ACTE) Member Awards as published in the document, “ACTE Excellence Awards” ([www.acteonline.org](http://www.acteonline.org)) follows:

**ACTE Teacher of the Year**

The purpose of the ACTE Teacher of the Year award is to recognize teachers who are providing outstanding career and technical education programs for youth and/or adults in their respective fields and communities. Recipients of this award must have made significant contributions toward innovative, unique and novel programs that are serving to improve and promote career and technical education.

Eligibility

* individual members who are currently employed as full-time classroom/laboratory teachers in a career and technical education program other than at the baccalaureate level
* must be classroom/laboratory teacher at the time of selection as a regional winner
* contributions and achievements on which the nomination is based should have been made within the past 10 years
* nominee should have been involved in some capacity in ACTE activities at the state, regional and/or national level
* nominee must have been a member of ACTE and a state association at the time of nomination to the Region level

**ACTE Outstanding Career and Technical Educator**

The purpose of the ACTE Outstanding Career and Technical Educator award is to recognize career and technical educators, other than full-time classroom/laboratory teachers, who have recently provided or currently are providing significant contributions to professional associations and career and technical education programs for youth and/or adults in their fields, communities and/or states. Recipients of this award must have made significant contributions toward innovative, unique and novel programs; and/or improvement, promotion, research or development of programs of career and technical education.

Eligibility

* individual members who are currently employed as full-time baccalaureate career and technical teacher educators, administrators, program specialists and other individuals involved in career and technical education other than full-time classroom/laboratory teachers
* nominee should have been involved in some capacity in ACTE activities at the state, regional and/or national level
* nominee must have been a member of ACTE and a state association at the time of nomination to the Region level

**ACTE Outstanding New Career and Technical Teacher**

This purpose of the ACTE Outstanding New Career and Technical Teacher award is to encourage new teachers to remain in the profession. Recipients of this award must have made significant contributions toward innovative, unique and novel programs and have shown a professional commitment early in their careers.

Eligibility

* individual members who are currently employed as full-time classroom/laboratory teachers in a career and technical education program other than at the baccalaureate level
* nominee must have taught for a minimum of three (3) but not more than five (5), years (may be in sixth year of teaching at time of application at the regional level)
* nominee must be new to the teaching profession, not just new to career and technical education
* nominee should have been involved in some capacity in ACTE activities at the state, regional and/or national level
* nominee must have been a member of ACTE and a state association at the time of nomination to the Region level

**ACTE Outstanding Teacher in Community Service**

The purpose of the ACTE Outstanding Teacher in Community Service award is to recognize teachers with significant accomplishments and outstanding leadership in programs and activities that promote community involvement. Recipients of this 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.

Eligibility

* individual members who are currently employed as full-time classroom/laboratory teachers in a career and technical education program
* must be classroom/laboratory teacher at the time of nomination and winner must be a classroom/laboratory teacher at the time of award presentation
* contributions and achievements on which the nomination is based should have been made within the past five (5) years
* nominee should have been involved in some capacity in ACTE activities at the state, regional and/or national level
* nominee must have been a member of ACTE and a state association at the time of nomination to the Region level

**ACTE Career Guidance**

The purpose of the ACTE Career Guidance Award is to recognize school counselors and career development professionals who are currently making significant contributions in career and technical education programs in their communities and/or states. Recipients of this award must have made significant contributions to advocate, educate and communicate the value of CTE as a viable career option to a variety of audiences, including students and adults. They must also demonstrate exemplary efforts in helping students and/or adults evaluate their abilities, interests and talents that encourage them to develop academic and career goals aligned with career and technical education.

Eligibility

* individuals who are currently employed as full-time baccalaureate school counselors and/or career development professionals involved in career and technical education
* nominee should have been involved in some capacity in ACTE activities at the state, regional and/or national level
* nominee must have been a member of ACTE and a state association at the time of nomination to the Region level

**General Guidelines for ACTE Member Awards**

1. To be considered for an ACTE Member Award, applicant must first compete at the state level.
2. Each state association should conduct an awards program which follows ACTE awards guidelines.
3. Each state association may submit only one (1) award nominee for each ACTE Member Award.
4. All nominees must use the awards application forms and follow all application procedures outlined in the ACTE awards program.
5. Nominees must meet the eligibility requirements specified by ACTE.
6. Nomination dossiers must include only the information requested and required by ACTE.
7. All application forms and support materials must be typed or completed using word processing. Graphics (including tables, pictures, text boxes, etc.) are not permitted.
8. Dossiers for state award winners will be submitted according to instructions and timetable determined by the Region IV awards committee chair. Each dossier must be submitted on ONE single PDF document.
9. All state winners for all award categories must participate in an interview with the Region IV awards committee. It is recommended that this interview take place at the time of the Region IV Conference but in extenuating circumstances where a nominee cannot attend the conference, arrangements may be made for submission of a video-recorded interview. The interview is an ACTE requirement in order to complete the awards nomination process.
10. All state award winners are encouraged to register and attend the entire Region IV Conference.

**ACTE Teacher of the Year**

Each ACTE awards nominee must compete in state and regional ACTE awards competitions prior to being considered for this ACTE member award. Each nominee shall be evaluated on the following components:

1. ACTE Excellence Awards Program Application
2. Section A - Description of innovative programs and/or significant accomplishments in career and technical education

* Maximum two pages
* Written in 1st or 3rd person
* Paragraph format

1. Section B - Description of career and technical education memberships and/or affiliations (to include leadership responsibilities and activities)

* Maximum one page
* Written in 1st or 3rd person
* Paragraph or list format

1. Section C – Description of community involvement (to include industry/business partnerships, community activities and/or contributions)

* Maximum one page
* Written in 1st or 3rd person
* Paragraph or list format

1. Section D - Share a personal story of significance in career and technical education

* 500 words or less
* Written in 1st person
* Paragraph format

1. Section E – Letters of Support (2)

* Supervisor
* Student or Parent

1. Digital photograph (JPG format)
2. Interview

All materials must be submitted electronically through the regional awards committee chairs to the ACTE awards committee (Items 1-6 in one single PDF file, photo in separate JPG file). Regional awards committee chairs can provide application deadlines and other details.

*(See Dossier Guidelines for additional specific information)*

**ACTE Outstanding Career and Technical Educator**

Each ACTE awards nominee must compete in state and regional ACTE awards competitions prior to being considered for this ACTE member award. Each nominee shall be evaluated on the following components:

1. ACTE Excellence Awards Program Application
2. Section A - Description of innovative programs and/or significant accomplishments in career and technical education

* Maximum two pages
* Written in 1st or 3rd person
* Paragraph format

1. Section B - Description of career and technical education memberships and/or affiliations (to include leadership responsibilities and activities)

* Maximum one page
* Written in 1st or 3rd person
* Paragraph or list format

1. Section C – Description of community involvement (to include industry/business partnerships, community activities and/or contributions)

* Maximum one page
* Written in 1st or 3rd person
* Paragraph or list format

1. Section D - Share a personal story of significance in career and technical education

* 500 words or less
* Written in 1st person
* Paragraph format

1. Section E – Letters of Support (2)

* Supervisor
* Employee who reports to the nominated educator

1. Digital photograph (JPG format)
2. Interview

All materials must be submitted electronically through the regional awards committee chairs to the ACTE awards committee (Items 1-6 in one single PDF file, photo in separate JPG file). Regional awards committee chairs can provide application deadlines and other details.

*(See Dossier Guidelines for additional specific information)*

**ACTE Outstanding New Career and Technical Teacher**

Each ACTE awards nominee must compete in state and regional ACTE awards competitions prior to being considered for this ACTE member award. Each nominee shall be evaluated on the following components:

1. ACTE Excellence Awards Program Application
2. Section A - Description of innovative programs and/or significant accomplishments in career and technical education

* Maximum two pages
* Written in 1st or 3rd person
* Paragraph format

1. Section B - Description of career and technical education memberships and/or affiliations (to include leadership responsibilities and activities)

* Maximum one page
* Written in 1st or 3rd person
* Paragraph or list format

1. Section C – Description of community involvement (to include industry/business partnerships, community activities and/or contributions)

* Maximum one page
* Written in 1st or 3rd person
* Paragraph or list format

1. Section D - Share a personal story of significance in career and technical education

* 500 words or less
* Written in 1st person
* Paragraph format

1. Section E – Letters of Support (2)

* Supervisor
* Student or Parent

1. Digital photograph (JPG format)
2. Interview

All materials must be submitted electronically through the regional awards committee chairs to the ACTE awards committee (Items 1-6 in one single PDF file, photo in separate JPG file). Regional awards committee chairs can provide application deadlines and other details.

*(See Dossier Guidelines for additional specific information)*

**ACTE Outstanding Teacher in Community Service**

Each ACTE awards nominee must compete in state and regional ACTE awards competitions prior to being considered for this ACTE member award. Each nominee shall be evaluated on the following components:

1. ACTE Excellence Awards Program Application
2. Section A - Description of innovative programs and/or significant accomplishments in career and technical education

* Maximum two pages
* Written in 1st or 3rd person
* Paragraph format

1. Section B - Description of career and technical education memberships and/or affiliations (to include leadership responsibilities and activities)

* Maximum one page
* Written in 1st or 3rd person
* Paragraph or list format

1. Section C – Description of community involvement (to include industry/business partnerships, community activities and/or contributions)

* Maximum one page
* Written in 1st or 3rd person
* Paragraph or list format

1. Section D - Share a personal story of significance in career and technical education

* 500 words or less
* Written in 1st person
* Paragraph format

1. Section E – Letters of Support (2)

* Supervisor
* Community Leader

1. Digital photograph (JPG format)
2. Interview

All materials must be submitted electronically through the regional awards committee chairs to the ACTE awards committee (Items 1-6 in one single PDF file, photo in separate JPG file). Regional awards committee chairs can provide application deadlines and other details.

*(See Dossier Guidelines for additional specific information)*

**ACTE Career Guidance**

Each ACTE awards nominee must compete in state and regional ACTE awards competitions prior to being considered for this ACTE member award. Each nominee shall be evaluated on the following components:

1. ACTE Excellence Awards Program Application
2. Section A - Description of innovative programs and/or significant accomplishments in career and technical education

* Maximum two pages
* Written in 1st or 3rd person
* Paragraph format

1. Section B - Description of career and technical education memberships and/or affiliations (to include leadership responsibilities and activities)

* Maximum one page
* Written in 1st or 3rd person
* Paragraph or list format

1. Section C – Description of community involvement (to include industry/business partnerships, community activities and/or contributions)

* Maximum one page
* Written in 1st or 3rd person
* Paragraph or list format

1. Section D - Share a personal story of significance in career and technical education

* 500 words or less
* Written in 1st person
* Paragraph format

1. Section E – Letters of Support (2)

* Supervisor
* Student or Parent

1. Digital photograph (JPG format)
2. Interview

All materials must be submitted electronically through the regional awards committee chairs to the ACTE awards committee (Items 1-6 in one single PDF file, photo in separate JPG file). Regional awards committee chairs can provide application deadlines and other details.

*(See Dossier Guidelines for additional specific information)*

**Dossier Guidelines**

Each state award winner (for each award category) must submit an awards dossier as follows to the Region IV Awards Committee:

1. ACTE Excellence Award Form

* All sections of the form must be completed with current (accurate) information.
* Form can be downloaded from ACTE website ([www.acteonline.org/awards.aspx](http://www.acteonline.org/awards.aspx)), information entered according to fields, then form printed – or- form can be printed from Appendix and information typed.

1. Section A - Description of innovative programs and/or significant accomplishments in career and technical education

* Maximum 2 pages
* Indicate heading “Section A – Innovative Programs and Accomplishments” at top of first page.
* Use maximum space (2 pages) to thoroughly describe program or position and significant accomplishments.
* Write in paragraph format.
* Write in 1st or 3rd person context.
* Include current responsibilities, recent accomplishments at the professional level within the past ten years.

1. Section B – Description of career and technical education memberships and/or affiliations
   * Maximum 1 page
   * Indicate heading “Section B – Career and Technical Education Memberships” at top of page.
   * May use paragraph or list format.
   * Write in 1st or 3rd person context.
   * Spell out name of association or organization with first use in each section and indicate acronym.
   * Include all positions of leadership and responsibility with each membership or affiliation (committees, chairs, offices, etc.).
   * If you use list format, you should begin with national memberships, followed by regional, then state, and end with local memberships – indicate by subheadings.
   * Include dates of service (suggested to start with current date and move backwards in time).
2. Section C – Description of community involvement
   * Maximum 1 page
   * Indicate heading “Section C – Community Involvement” at top of page.
   * May use paragraph or list format.
   * Write in 1st or 3rd person context.
   * Include industry/business partnerships, community activities, and any other contributions to community
   * Include activities (service projects, volunteer work, activities, contributions, etc.) related to community involvement.
3. Section D – Share a personal story of significance in career and technical education

* 500 words maximum
* Indicate heading “Section D - Personal Story” at top of page.
* Write in paragraph format.
* Write in 1st person.

1. Section D – Letters of Support

* Two letters of support are required.
  + Letter from supervisor – required for all award categories.
  + Letter from student or parent – required *only* for Teacher of the Year, Outstanding New Career and Technical Teacher, Career Guidance Award.
  + Letter from community leader – required *only* for Outstanding Teacher in Community Service.
  + Letter from employee who reports to the nominated educator – required *only* for the Outstanding Career and Technical Educator.
* Suggest letters be kept to one page.
* Letters should be addressed to “Awards Committee.”
* Letters should follow standard letter format.
* School or business-related letters should be on official letterhead.
* Student and parent letters should include dates or reference to student enrollment in the career and technical education program.
* Letters should include personal testimonies of connection with award nominee.
* Place letters within your dossier in the order as listed on ACTE guidelines.

1. Digital photograph

* Photograph may be required for Region IV awards process.
* Region IV award winners will be notified to submit photograph at later date when dossiers are sent to the ACTE Awards Committee according to directions from that committee.
* When submitted to ACTE, photograph must be in JPG format and at least 300 dpi.

1. Interview
   * Details of the ACTE awards process interview requirement will be provided to Region IV (from ACTE) prior to the national conference. The Region IV awards committee (each state’s representative) will inform state award winners of those details when they are announced.
   * Each region’s nominees (for all awards) are required to answer one prepared question that will be used during the awards event at the national conference (not rated/scored). These short interviews will occur on the day prior to the opening of the conference. The nominees will receive the question and instructions prior to the conference. Regional award winners are also invited to attend an awards reception generally held on the same day.
   * The Region IV awards process will follow ACTE guidelines for the interview.

**Dossier Tips/Suggestions**

**Format**

* Font should be easy to read (Times New Roman, Arial, etc. – do not use fancy fonts)
* Font size should be easy to read (no less than 10 – depends on font)
* Margins should be approximately 1” (no less than .75”)
* Single space body, double space between paragraphs, no paragraph indentions
* Headings at top of each page in bold font to identify sections

**Content**

* Use correct spelling, punctuation, grammar
* Have someone read/edit all content of dossier
* Use acronyms properly – identify with first use in each section (no periods – ACTE, not A.C.T.E.)

**Region IV Awards Committee**

**Committee**

* Committee consists of one committee member from each of Region IV states (Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, Texas).
* Committee member serves three (3) year term (can be re-appointed for additional term).
* Rotation of committee members is defined in Region IV Policy & Procedures Manual.
* Term is July 1 through June 30.
* Awards Committee members may submit an ACTE Travel Expense Report following the Region IV Conference for reimbursement of up to $300 for travel expenses.
  + ACTE Travel Expense Report found in Appendix.
  + Must complete according to ACTE instructions.
  + Must be submitted to the Region IV Vice President within 2 weeks of conference ending.
* Awards Committee members are not eligible to receive an award during their term of service.
* Committee chair is selected by committee members
  + Should be from one of the two states that rotates off that year (last year of term) – provides some experience.
  + Chair confirmed at the Region IV Conference the previous year (second year of term).
  + If possible, selected as co-chair during first year of term – if there is a new committee member with past experience on awards committees or who exhibits strong leadership qualities, selection at this time allows that person to be more prepared for year of service as chair.
  + Term is not completed until Region IV dossiers are submitted to ACTE – mid-September.

**Responsibilities – Committee Chair**

* General
  + Communication (by most effective means)
    - ACTE
      * Communicate with awards designee at national office as needed.
      * Respond to requests from ACTE.
      * Become knowledgeable of ACTE Excellence Awards program and outlined procedures.
    - ACTE Awards Committee
      * Communicate with Region IV representative to this national committee.
      * Include Region IV representative in all committee communications.
      * Recognize Region IV representative at committee meetings.
      * Disseminate information received from Region IV representative to committee members.
    - Region IV Awards Committee
      * Communicate prior to two meetings (ACTE Convention and Region IV Conference).
      * Communicate as needed on special activities or projects.
    - Region IV Vice President
      * Communicate as needed on standing committee meeting activities.
      * Coordinate awards ceremony details for Region IV Conference.
      * Respond to other requests from Vice President as needed.
  + Committee Functions
    - Ensure that Awards Committee completes responsibilities outlined in the Region IV Policy & Procedures Manual.
    - Ensure that committee operates according to the Region IV Awards Program Guidelines and that guidelines are revised according to changes which may be dictated by ACTE or Region IV policies and procedures.
    - Ensure that all committee meetings and activities are conducted in a professional manner according to standard meeting practices/procedures.
* Committee meetings
  + ACTE National Conference
    - Communicate prior to conference with committee members regarding date, time, location of standing committee meeting (according to directions from Region IV Vice President).
    - Prepare agenda for meeting.
    - Conduct meeting – appoint committee member to record minutes (prepare electronically, save document, print document, make copies).
    - Present committee report at Region IV Business Meeting (during ACTE National Conference) and provide two (2) copies to Region IV Policy Committee Recording Secretary (at the business meeting).
    - Send (electronically) minutes to all committee members and Region IV Vice President after convention.
    - Proceed with any issue defined during committee meeting that requires action.
  + Region IV Conference
    - Communicate prior to conference with committee members and Region IV Policy Committee liaison regarding date, time, location of committee meeting (according to directions from Region IV Vice President and/or conference planning committee from host state).
    - Prepare agenda for standing committee meeting.
    - Conduct meeting – appoint committee member to record minutes (prepare electronically, save document, print document, make copies).
    - Present committee report at Region IV Business Meeting and provide two (2) copies to Region IV Policy Committee Recording Secretary (at the business meeting).
    - Send (electronically) minutes to all committee members and Region IV Vice President after conference.
* Region IV Awards
  + Selection Process
    - Ensure that all states have current information on awards (dossier requirements, forms, etc.).
    - Determine date for states to submit state winners for ACTE Member Awards - five (5) categories.
    - Provide details on process for submitting dossiers - each committee member will create a PDF file for each award winner that will be sent electronically via email to the committee chair by March 1.
    - Send all award dossiers to committee members by March 15 (electronically).
    - Lead committee (through email communication, conference calls, etc.) to develop and choose questions for interviews – ensure that ACTE guidelines for the interview discussion topics are included.
    - Provide details on scoring dossiers for selection of award winners (ACTE requirements, Region IV scoring rubric, etc.).
    - Ensure that committee members will arrive at Region IV Conference with all dossiers scored.
  + Pre-Conference
    - Coordinate with host state conference planning committee for date, time and location of pre-conference meeting (usually held the evening prior to first day of conference) - this can be assigned to committee member from the host state.
    - Coordinate with host state conference planning committee for refreshments and meals to be provided for committee as needed (determined by time schedule set and conference schedule) – this can be assigned to committee member from the host state.
    - Prepare Excel spreadsheet for committee members to input scores for all award nominees.
    - Bring laptop or make sure one is available in committee workroom. Also request that the conference planning committee provide a printer in the workroom.
    - Set schedule for personal interviews for all award categories (first day of conference) and send to committee members by March 15.
    - Communicate to awards committee members the interview schedule so they can relay this information to their respective state winner.
    - Arrange for purchase of awards plaques – this can be coordinated with committee member from host state – Region IV will fund purchase according to budget.
    - Special note – at the Region IV Conference for the final year of service for the Region IV Vice President, a plaque must be purchased for that person (2011, 2014, etc.) – ensure this is communicated to the conference planning committee. The plaque is usually presented to the outgoing Vice-President at the Awards ceremony by the incoming Vice-President.
    - Check with conference planning committee on availability of photographer for awards ceremony – or otherwise provide digital camera.
  + Initial Meeting at Conference
    - Held the evening prior to beginning of conference (see above)
    - Conduct meeting (introductions, identification of roles/responsibilities, travel expenses, etc.).
    - Discuss awards process (in general).
    - Discuss pertinent/current/critical issues concerning awards.
    - Each committee member will input award nominee scores into prepared spreadsheet.
    - Assign committee members to present (read) awards during Region IV awards ceremony.
    - Provide sample script for committee members to work from in developing program narrative for assigned awards.
    - Determine time for completed script to be submitted for final print (for use during awards program).
    - Discuss interview process and schedule for all awards nominees (following day).
    - Discuss time schedule for remainder of conference.
  + First Day of Conference (date scheduled for committee meetings)
    - General meeting – discuss interviews, script, arrange room for interviews, travel, other business.
    - Lead interviews as scheduled.
    - Each committee member inputs scores to determine award winners.
    - Review dossiers for award winners – make notes of suggestions for improvement by committee members for use in preparing dossiers to be submitted to ACTE.
    - Attend Region IV Standing Committee meeting (Awards) as scheduled.
    - Release committee members to finish script and attend sessions.
    - Submit names of award winners to conference planning committee for plaques.
    - Check on final details for certificates and plaques.
  + Second Day of Conference
    - Attend opening session.
    - Produce final script for awards ceremony and provide copy for each committee member.
    - Secure all awards/plaques.
    - Discuss details of awards program with Region IV Vice President and/or conference planning committee.
  + Final Day of Conference
    - Attend business meeting and present committee report (or assign).
    - Deliver awards/plaques to location of awards ceremony – place in order.
    - Deliver script to podium.
    - Ensure committee members are present at podium prior to ceremony and are prepared for their parts in the awards ceremony.
    - Ensure photographer is in place (either conference photographer or designee).
    - Lead awards ceremony according to script.
    - Instruct award winners for group photo following ceremony.
  + Post-Conference
    - Prepare summary report of activities of committee during conference and send to committee members and others who may have a need for that information.
    - Ensure that awards photos are sent to Vice-President or designee to be placed on website.
    - Prepare a news release template for use in publicizing award winners, ACTE, and career and technical education and send to committee members.
    - Notify award winners of process to follow for submission of award dossier to ACTE for national competition.
    - Receive all Region IV award winners’ dossiers by designated deadline (according to ACTE requirements).
    - Review all dossiers to ensure ACTE requirements are met.
    - Submit dossiers according to instructions from ACTE Awards Committee.

**Responsibilities – Committee Member**

* General
  + Communication (by most effective means)
    - ACTE
      * Become knowledgeable of ACTE Excellence Awards program and outlined procedures.
    - Region IV Awards Committee
      * Respond/reply to communications from committee chair.
      * Communicate with all committee members as needed on special activities or projects.
    - State Association
      * Communicate with state association officials and/or state awards committee.
      * Ensure state awards program follows ACTE awards program guidelines.
      * Determine process within state association for submission of state award winners for Region IV competition.
  + Committee Functions
    - Be knowledgeable of Awards Committee responsibilities outlined in the Region IV Policy & Procedures Manual and the Region IV Awards Program Guidelines.
    - Participate in all committee meetings and activities in a professional manner according to standard meeting practices/procedures.
* Committee meetings
  + ACTE National Conference
    - Plan to attend annual national conference if possible.
    - Attend Region IV Awards Committee (standing committee) meeting during convention according to schedule set by ACTE and/or Region IV – if you cannot attend, secure a designee from your state who will attend the meeting.
    - Proceed with any issue defined during committee meeting that requires action by committee members.
  + Region IV Conference
    - Attend annual conference.
    - Respond to communications from committee chair.
    - Attend/actively participate in all Awards Committee conference meetings and activities.
    - Participate in awards ceremony held during conference.
* Region IV Awards
  + Selection Process
    - Ensure that all state association divisions, awards committee, and officials have current information on awards (dossier requirements, forms, etc.).
    - Determine date for state association awards committee to submit winners for ACTE Member Awards - five (5) categories.
    - Provide details to state association on process for submitting dossiers to you.
    - Create a PDF file (scan) for each award winner - name the file appropriately as follows, to include award/state/year: *(Example for Arkansas)*

Teacher of the Year TOY AR 2012.pdf

Outstanding Career and Technical Educator CT ED AR 2012.pdf

Outstanding New Career and Technical Teacher New CTT AR 2012.pdf

Outstanding Teacher in Community Service TCS AR 2012.pdf

Career Guidance Award CGA AR 2012.pdf

* + - Send all PDF files electronically via email to the committee chair by March 1.
    - Receive all dossiers from committee chair by March 15.
    - Score all awards dossiers from all states according to the scoring rubric provided by the Region IV Awards Committee and complete scoring summary sheet.
    - Refer to ACTE Excellence Awards program guidelines for specific awards information as needed ([www.acteonline.org/awards.aspx](http://www.acteonline.org/awards.aspx)).
    - Allow adequate time as you read/score each dossier to give equal time and attention to each state award winner – realize this is an important honor and responsibility.
  + Pre-Conference
    - Register for conference and make travel plans.
    - Plan to arrive the evening before the conference begins for initial meeting.
    - Make sure you have scoring rubrics and dossiers for all state award nominees.
    - Ensure that your state winners can attend personal interviews according to schedule (first day of conference - date scheduled for committee meetings).
    - If allowed, ensure that winners who cannot attend conference have submitted a video-recorded interview according to directions from the Region IV Awards Committee Chair.
  + Initial Meeting at Conference
    - Held the evening prior to beginning of conference
    - Attend/participate in meeting.
    - Discuss awards process (in general).
    - Discuss committee schedule for conference.
    - Input award nominee scores in Excel spreadsheet prepared by committee chair.
    - Discuss interview questions – ensure that ACTE guidelines for the interview discussion topics are included – each member (with the exception of the committee chair who leads the interview) should pose the same question(s) to each award nominee.
    - Discuss interview process and schedule for all interviews (following day).
    - Accept assignment to present (read) award during Region IV Awards Program.
    - Review sample script to use in developing program narrative for your assigned award – you will include information from the award winner’s dossier.
    - Make note of deadline/time/process to submit your completed script to committee chair for final copy (for use during awards program).
  + First Day of Conference (date scheduled for committee meetings)
    - Attend general committee meeting – discuss interviews, script, arrange room for interviews, travel, other business.
    - Participate in interviews as scheduled – ask question as assigned, score interviews.
    - Input scores to determine award winners.
    - Review all dossiers for award winners – make suggestions for improvement for use in preparing dossiers to be submitted to ACTE.
    - Attend Region IV Standing Committee (Awards) as scheduled.
    - Finish script and submit by deadline to awards committee chair.
  + Second Day of Conference
    - Attend opening session.
    - Attend conference sessions.
    - Read over your script and prepare for awards ceremony.
  + Final Day of Conference
    - Attend business meeting.
    - Report to designated location for awards ceremony at assigned time.
    - Participate in awards ceremony according to script.
  + Post-Conference
    - Respond to requests by committee chair as appropriate.
    - If any of your state winners received Region IV awards, assist in process for preparing awards dossiers for submission to Region IV awards committee chair (who will submit to the ACTE Awards Committee).
    - Report news of state and/or regional award winners to local news media (or coordinate with state association officials).

**ACTE Awards Committee – Region IV Representative**

**ACTE Awards Committee**

The Association for Career and Technical Education (ACTE) Awards Committee is composed of one representative from each ACTE Region and a chairperson.

* Term of service is a two-year period
* Operating year is July 1 – June 30.
* Committee member may serve up to two terms.
* Committee elects chair (with approval of ACTE Board of Directors) to serve a one-year term.
* Committee members are not eligible to receive an award during their term of service.
* Objectives/purposes:
  + Recognize excellence and innovation in the career and technical education field.
  + Be responsible for soliciting and reviewing nominations for ACTE awards.
  + Be responsible for determining the recipients of ACTE awards.
  + Review and recommend changes to criteria and selection process for all awards.
  + Provide suggestions and guidance for coordination of awards process between state associations and regions.
  + Provide feedback, suggestions and ideas for promoting the value of the ACTE awards.
  + Identify potential sponsors for the awards program.
  + Identify and recommend new awards that will enhance the recognition of the career and technical education profession.

**Region IV Appointment**

* According to rotation schedule in Region IV Policy & Procedures Manual (see Region IV link on the ACTE website [www.acteonline.org](http://www.acteonline.org).
* State association recommends person for this responsibility (must be ACTE member) to the Region IV Vice President.
* State association should recommend a person who has previous experience with the awards process, preferably past service on state or regional awards committee or a past award winner.
* Region IV Vice President submits name to ACTE Awards Committee.
* If Region IV representative is elected ACTE Awards Committee Chair before the end of two-year appointment to ACTE Awards Committee, Region IV Vice President must submit name of Region IV member to complete the appointment.

**Responsibilities**

* Be knowledgeable of ACTE Excellence Awards program guidelines.
* Respond to instructions from the ACTE Awards Committee concerning national awards process.
* Read and score award winner dossiers from all ACTE regions for all ACTE Member Award categories.
* Register and attend ACTE national conference.
* Participate in ACTE Awards Committee meetings and activities as scheduled by ACTE:
  + Committee meetings to discuss award winners;
  + Awards interviews;
  + Social events honoring award winners;
  + Awards Program at conference.