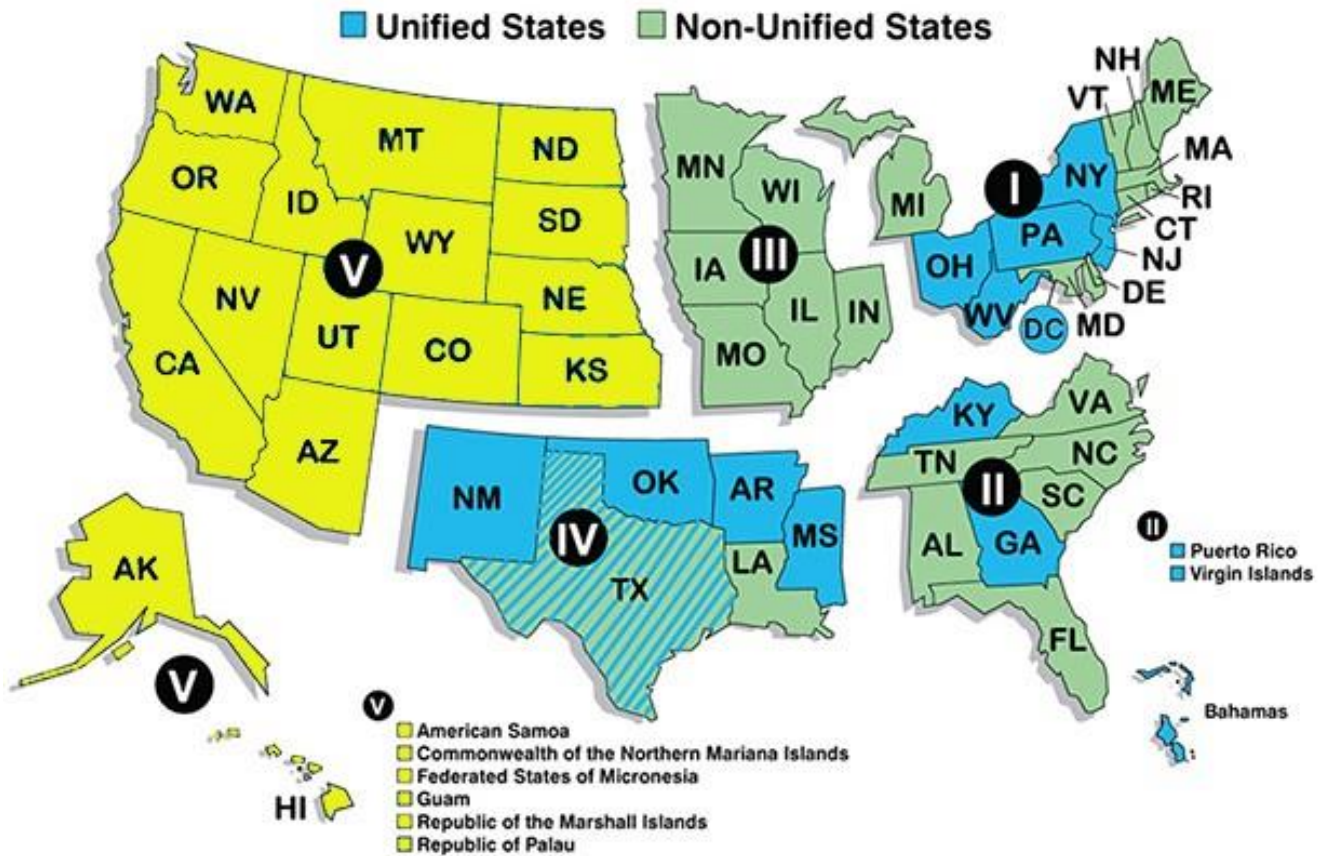


ACTE Region V

Policy & Procedures Manual



June 2017

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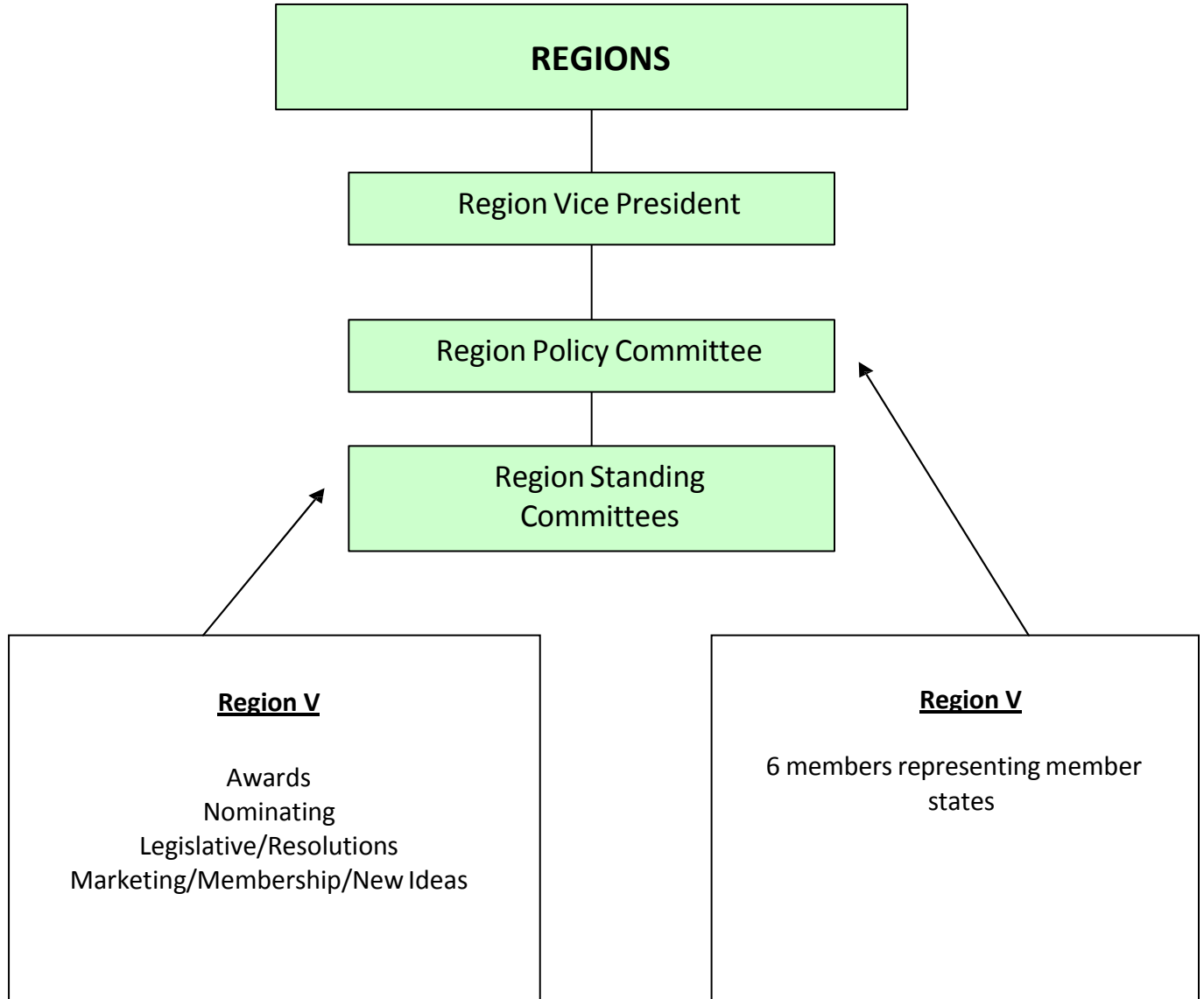


Educate. Advocate. Lead.

The Articles of Incorporation and Bylaws that govern ACTE are the umbrella under which the Regions operate. However, each Region has its own policy manual. As with the ACTE Board of Director's policy manual, this document exists to provide guidelines and procedures for the Region. The Region V Policies and Procedures Manual receives regular reviews and updates by its Policy Committee and is shared with state leadership. A copy is distributed to each of the Region's state directors and state presidents. The most recent edition may be found on the Region V website.

**ASSOCIATION FOR CAREER AND TECHNICAL
EDUCATION (ACTE) REGION V
POLICY & PROCEDURES MANUAL**

REGION STRUCTURE



GOVERNING DOCUMENTS

As part of the established structure of ACTE, Region V is governed by ACTE. The Articles of Incorporation and Bylaws which govern ACTE also govern Region V.

1. Articles of Incorporation

ACTE is a not-for-profit corporation established in the state of Indiana in 1929. The Articles of Incorporation include the name of the corporation, purposes for which it was formed and a statement that all rules of the corporation are to be embodied in the bylaws. A copy of the Articles of Incorporation is retained in the ACTE Headquarters.

2. Bylaws

The Bylaws of an incorporated not-for-profit organization usually include provisions with respect to:

- The purpose of the organization;
- Qualifications of membership;
- The election and duties of its directors;
- The role of the members;
- Meetings of members and directors, including notice, quorum and voting;
- The role of executive and other committees;
- The role and relationship of the state associations and affiliated organizations;
- The organization's fiscal year;
- How the Bylaws are amended;
- Indemnification and dissolution procedures.

Bylaws are living documents subject to change as organizational needs change, but there should be relatively few substantive changes. Only the members of the Association can change the Bylaws.

3. Region V Policy and Procedures Manual

The Region V Policy and Procedures should include all operational details of the organization. Policies are established by the Policy Committee to guide the Region so that it runs effectively, efficiently, legally and ethically. Policy decisions affect the Region as a whole and establish the framework within which volunteers and staff can lead and manage the programs and services of the association. Standard operating procedures include election procedures and expense reimbursement. Specific action items or decisions are generally not part of the Manual. The Region V Policy and Procedures Manual is reviewed and approved annually by the Region V Policy Committee.

NAME

The name of this organization shall be Region V of the Association for Career and Technical Education (ACTE).

MISSION STATEMENT

To support the efforts of the ACTE state associations in providing educational leadership in the development of a competitive work force.

GENERAL PURPOSES

- Assist affiliated state associations' growth in relationship to ACTE.
- Implement the strategic plan and program activities.
- Develop high professional standards among the membership.
- Promote regional concept through cooperation among the member states and affiliates.
- Provide affiliated state associations a direct vehicle for input to the ACTE Board.
- Cultivate organizational leadership.
- Emphasize professional development.
- Promote a collaborative network of communication.

MEMBERSHIP

Membership within the Region shall include persons who are members of ACTE and the affiliated state associations within Region V which include: Alaska; Arizona; California; Colorado; Hawaii; Idaho; Kansas; Montana; Nebraska; Nevada; North Dakota; Oregon; South Dakota; Utah; Washington; Wyoming; Guam; Micronesia; and American Samoa.

GOVERNANCE OF REGION V VICE PRESIDENT

Region Vice President Duties

- The Region Vice President shall represent all ACTE members within the Region on the Board of Directors of ACTE, in accordance with the ACTE By-Laws.
- The Region Vice President will serve as Chairperson of the Region V Policy Committee.
- The Region Vice President will be responsible for implementing the purposes of the ACTE and the Region.
- The Region Vice President is responsible for the fiscal management for Region V.
- The Region Vice President will orient new Policy Committee members as to their duties and responsibilities and transmit action of previous meetings.
- The Region Vice President shall also serve as an ex- officio member to all Region V committees, including the Region V Conference Planning Committee.
- The Region V Vice President is responsible for submitting Region V resolution to the ACTE Resolutions Committee.
- The Region V Vice President will submit recommendation(s) for membership on ACTE committees to the ACTE Board of Directors, with approval of the Policy Committee of Region V.
- The Region V Vice President will be responsible for developing a Region V Directory each year, which will include:
 - State Association Presidents;
 - Region V Policy Committee;
 - Region V Standing Committees.

Term of Office

The Vice President shall serve a term of three years. The Vice President can serve an additional one year as Vice President-Elect; this is optional and to be decided by the Policy Committee. This year is a non-funded shadowing term. In the event of a vacancy, the Region V Policy committee shall make a recommendation for the appointment to the ACTE Board of Directors. The ACTE Board of Directors is empowered to fill said office from the membership of the Region V Policy Committee until the prescribed procedures can be followed to elect a member for the unexpired term. The Vice President shall not be eligible to succeed him or herself for a full three years after completion of his or her term.

Qualifications

- Must have been affiliated, direct, or life member of ACTE the previous five (5) years.
- Must have served on an ACTE committee, the Region V Policy Committee, or chaired a Region V standing committee.

- Nominees must have an understanding of, and have demonstrated active leadership in an affiliated state association.
- Nominees must have an in-depth understanding of Career and Technical Education and a commitment to ACTE and its entire program.
- Nominees must have time available to devote to the performance of duties of the Region Vice President.

POLICY COMMITTEE

Purpose

The purpose of the Policy Committee is to carry out the general purpose of ACTE and Region V.

1. Serve as a liaison between their member states in Region V.
2. Serve as a liaison between Policy Committee and Region V Standing Committees.
3. Facilitate a spirit of cooperation and communication within the state associations of Region V.
4. Provide for state associations' input in the development and implementation of Region V activities.
5. Develop Region V strategic priorities.
6. Establish linkages between Region V strategic priorities and state association strategic priorities.
7. Make the selection of Region V Hall of Fame recipient(s).

Meetings of the Policy Committee are called by the Region V Vice President. There are generally two (2) face-to-face meetings within the year. (a meeting during the annual ACTE CareerTech Vision and a second during the Region V Leadership Conference), as well as monthly conference calls.

Membership

- Membership of the Policy Committee shall consist of six members.
- No affiliated state association shall have more than one representative on the Policy Committee.
- No affiliated state shall be eligible to have a representative on the Policy Committee for two consecutive full terms.
- Every effort will be made to maintain a committee with balanced representation; i.e., Career and Technical Education divisions, teaching levels, and geographic representation.
- The presence of a majority of the committee shall constitute a quorum.

Term of Office

- The term of office shall be three years on a rotational basis.
- The term of office begins on July 1.
- A member may not serve more than one consecutive term. A person appointed to fill an unexpired term may be reappointed to fill a three-year term.
- When a member of the Region V Policy Committee no longer has professional responsibility in Region V, the position shall be declared vacant.
- When a member of the Region V Policy Committee fails to participate in one or more Region V Policy Committee activities without due cause, this position may be declared vacant by the Vice President based upon action of the Policy Committee.

Specific Qualifications

- Should have served as an officer or on the Board of Directors in an affiliated state association.
- Should have been active in Region V activities during the previous three years.

Officers

Chairperson–The Vice President of Region V shall serve as Chairperson of the Region V Policy Committee.

Other Officers–The committee will annually select a Vice-Chairperson, Treasurer and a Secretary at the Region V Leadership Conference. The Policy Committee may also select other officers as needed.

STANDING COMMITTEES

Region V Standing Committees are Nominating, Awards, Legislative and Resolution, and Marketing and Membership.

- Standing Committees will meet annually at the Region V Leadership Conference.
- Term of committee will be from July 1 through June 30.
- Committee chairperson will communicate regularly with their committee. They will meet a minimum of twice using conference calls and/or digital meetings.
- Each Committee chairperson will submit a budget to the Region V Vice President by May 1.
- If a Committee chairperson fails to complete their responsibilities, the Region V Policy Committee may reassess the position.

NOMINATING COMMITTEE

Purpose

The committee will review all nominations and recommend candidates for ACTE and Region V elected or appointed positions.

Membership

- There will be four (4) members plus a chairperson. No two persons from the same affiliated state association may serve concurrently.
- In selecting the Chairperson, preference will be given to: Members from current Nominating Committee and/or members of past Nominating Committee.
- Members who have demonstrated active leadership in Region V.

Term of Office

The terms of each office shall be one 2-year term.

Duties:

- The Committee is responsible for the implementation of the nomination and election process.
- The nomination committee will send out a request to states for nominations to the Region V and ACTE committees with vacancies.
- Certify that Region V membership was informed that nominations were being received for the position of Regional Vice President.
- Review all nomination forms for Region V Vice President.
- The committee will interview all nominees for Region V Vice President in accordance with ACTE's election time line.
- The Committee will ensure the Region V Vice President Candidates meet the required criteria.
- The Committee will recommend two or more nominees to the Region Vice President in accordance with ACTE election procedure. The nominees will also be introduced at the Region V business meeting during the annual ACTE CareerTech Vision Convention.
- The Committee is charged with identifying and reaching out to potential leaders for Region V.

AWARDS COMMITTEE

Purpose:

To ensure the recognition of outstanding achievements by individuals who have made extraordinary contributions to the career and technical education field, to programs that exemplify the highest standards and to organizations that have conducted activities to promote and expand career and technical education.

Composition, Selection & Term:

- The committee is composed of members of Region V.
- There is no minimum or maximum number of members on the committee. There should be no more than one member per state on the committee.
- The term of office is two years.
- Committee Chair is elected to a two-year term.
- Members may serve on consecutive terms with no limit on the number of terms.
- Members of the Awards Committee are not eligible to vote on region awards for which they are nominated, during their service to this committee.

Duties:

- The Committee's objective is to recognize excellence and innovation in the career and technical education field. Specifically, the Committee is responsible for soliciting and reviewing nominations and determining the recipients for the Teacher of the Year Award, New Teacher of the Year Award, Post-Secondary Teacher of the Year Award, Administrator of the Year Award, Career Guidance Award, Carl Perkins Community Service Award, Lifetime Achievement Award, Teacher Educator of the Year, Innovative CTE Program Award, Publication Awards, and any other awards authorized by the Region V Policy Committee.
- The Committee will follow ACTE's awards criteria and selection.
- The Committee will review and recommend, as appropriate, changes to the criteria and selection process for each award. Recommendations to changes should be reported to the Policy Committee at the Region V Leadership Conference.

Region V will provide each award winner at the Region V level a check for an amount to be determined in the yearly Region V budget to offset the cost of attending that year's ACTE Career Tech Vision conference. This money shall be used for transportation, hotel room, meals, and any other travel expenses incurred by the award winner. If the award winner's district or agency pays for the winner to attend ACTE Career Tech Vision conference, the check shall be given to the district or agency towards reimbursement of those expenses.

LEGISLATIVE AND RESOLUTIONS COMMITTEE

Purpose:

To receive concerns and resolutions from members of Region V. Resolutions will be developed for presentation at the business meeting held during the Region V Leadership Conference. The committee will review current national legislation and make recommendation to the policy committee on actions towards legislation.

Composition, Selection & Term:

- The committee is composed of members of Region V.
- There is no minimum or maximum number of members on the committee.
- The term of office is two years.
- Members may serve on consecutive terms with no limit on the number of terms.

Committee Appointments & Objectives:

- The Committee is charged with reviewing and editing any resolutions submitted by members, state associations or affiliated organizations. In fulfilling this charge, the Committee is expected to communicate with the membership, and state associations as to the purpose of the resolutions and the appropriate procedures for submitting resolutions.
- The committee will identify key legislative issue and educate the leadership of the state associations as to the impact of the identified legislation. This will be presented during the Region V business meeting.
- The committee will write a “thank you” resolution for the state organizing and coordinating the Region V Leadership Conference.

MARKETING and MEMBERSHIP COMMITTEE

Purpose:

To promote and position Region V ACTE and state ACTE associations as a desired organization for teachers, administrators and professionals to join and become active with.

Composition, Selection & Term:

- The committee is composed of members of Region V.
- There is no minimum or maximum number of members on the committee.
- The term of office shall be two years.
- Members may serve on consecutive terms with no limit on the number of terms.

Committee Appointments & Objectives:

- The Committee is responsible for identifying marketing ideas to promote ACTE and specifically Region V ACTE to increase membership and public awareness.
- The Committee is to present their ideas to the Policy Committee at the Region V Conference.
- The Committee is responsible for recognizing 1st time attendees at the Region V Leadership Conference.

ACTE COMMITTEES

Recommendations for membership on ACTE Committees will be made to the ACTE Board of Directors by the Region V Vice President with the approval of the Policy Committee of Region V.

OTHER COMMITTEES

Additional Ad Hoc Committee appointments may be made by the Regional Vice President with the approval of the Policy Committee of Region V in accordance with the needs of the Region.

ELECTION PROCEDURES

Nominations Procedures

The procedure for selecting the nominees for Region V Vice President shall be determined by the ACTE election procedure. At the Region V business meeting at the annual ACTE national convention, at least two nominees for the office shall be presented to the members. Additional nominations may be made from the floor by members of the respective states provided each nominee has been interviewed by the Region V Nominating Committee and each nominee is approved by a majority of the members in attendance. If there are not two candidates for office, Region V follows the ACTE by-laws for single candidates. The Region may also opt to hold an election prior to the vacancy for the position of Region Vice President-Elect. The Region Vice President-Elect will spend a year shadowing the current Vice President prior to the start of their official term. One year as Vice President-Elect is optional. This year is a non-funded shadowing term.

Region V Vice President

The Region V Vice President will solicit nominations for election as the Region V Vice President from the Region V ACTE membership. Nominations may be made by individuals or affiliated state association to the Region V Nominating Committee. ACTE members shall be notified through association publications that nominations are being received by ACTE and will be forwarded to the Region V Nominating Committee for their action.

Appointments

- Appointees to Region V and ACTE standing committees will be recommended to the Region V Vice President by the Nominating Committee.
- Names of the new appointees to the Region V Policy Committee and other ACTE committees will be forwarded to ACTE by the Region V Vice President.
- Vacancies that occur on the Region V Policy Committee shall be filled by the Region V Vice President with approval from the Region V Policy Committee. The nominees will fulfill the unexpired term of the position.
- Vacancies that occur on all other Region V committees may be filled by the Region V Vice President as they occur.

MEETINGS

The official Region V Business Meeting shall be conducted during the Region V Leadership Conference. An additional business meeting will be conducted during the ACTE CareerTech Vision.

- A representation of one more than half of the affiliated state associations shall constitute a quorum. Each state and/or territory will be allocated 3 delegates with only 1 vote per state/territory.
- The annual Region V Leadership Conference shall be held at such time and place as the membership decides.
- The Region V Policy Committee will meet at the ACTE CareerTech Vision, Region V Leadership Conference, and as deemed necessary by the Vice President.
- Standing Committee meetings shall be scheduled as necessary to satisfy the requirements of the strategic priorities.
- “Roberts Rules of Order, Newly Revised”, will be used to conduct the business of Region V.

BUDGET

- The annual Operating Budget for Region V shall be reviewed and approved by the Policy Committee prior to July 1st of each year.
- A financial report on the fiscal status of Region V shall be presented to the Policy Committee and associated state associations at the regularly scheduled business meetings.
- The reimbursement policy of Region V will be consistent with the reimbursement policies of ACTE.
- The policy committee will approve all expenditures from the Designated Fund and Operating Budget.
- The Designated Fund and the Operating Budget will be managed in accordance with ACTE budgetary guidance.
- Each standing committee shall submit a budget to the Region V Policy Committee prior to May 1st.

REGION V LEADERSHIP CONFERENCE

- The title of this conference will be the Region V Leadership Conference.
- States will submit a bid proposal to host the annual conference prior to April 1st.
- Bids should be submitted at least two years in advance.
- Bids will be submitted in accordance with Conference Planning Guide and the bid sheet shown on the ACTE website under Region V.
- Bids will indicate what the total projected expenses, income and profit will be, as a minimum.
- Selection of the Region V Leadership Conference host state will be voted by the delegates at the Region V business meeting at the Region V Leadership Conference. States submitting proposals will make a presentation to the Policy Committee and the Delegate Assembly, then the delegates will select the host state by vote.
- The conference will be financed by the registration fees, exhibitor fees, and grants.
- The host state will provide the next year's host state a \$1500 starter check to help fund initial expenses of the next year's conference.
- The host state will determine the registration fee for the conference.
- Members will be entitled to a refund of their registration fee pursuant to the host state's publicized cancellation policy.
- Planning for the conference will be done between the host state and the Region Vice President with input from the policy committee.
- The Policy Committee and the Region Vice President will develop a leadership strand that will be part of the agenda for the Region V Leadership Conference.
- The conference will include topics in the area of professional development for career and technical educators and leadership training sessions for state officers and State Executive Directors.

AMENDMENTS

These policies may be amended by submitting the proposed revisions in writing to the Region V Vice President sixty (60) days prior to the annual meeting of Region V.

The Region V Vice President will notify the members of the Policy Committee and the presidents of the affiliated state associations of these proposed revisions no later than 45 days prior to the annual Region V business meeting at the Region V Leadership Conference.

Any such proposed revisions approved by a majority vote of the Region V Policy Committee at the Region V Leadership Conference business meeting, shall be considered adopted and will become a part of the Operating Policies of Region V.

MEMBER AWARDS

The ACTE Member Awards recognize excellence and dedication within the field of career and technical education among ACTE members. Recipients of these awards are exceptional individuals who have contributed to the success of CTE through the quality of their work and their involvement in the CTE community.

Region V Awards:

- ACTE Region V Teacher of the Year
- ACTE Region V Administrator of the Year
- ACTE Region V Postsecondary Teacher of the Year
- ACTE Region V New Teacher of the Year
- ACTE Region V Career Guidance Award
- ACTE Region V Carl Perkins Community Service Award
- ACTE Region V Lifetime Achievement Award
- ACTE Region V Teacher Educator of the Year Award

Region V Publication Awards

- Newsletter
- Recruitment
- Conference Program
- Advocacy Publication
- Website Publication

Region V Innovative Career and Technical Education Program

To recognize innovative career and technical education programs that are unique, novel, and are serving to improve and promote the image of career and technical education.

GENERAL ACTE POLICY

If any statements or policies included in this document are in conflict with the Articles of Incorporation, By-Laws, or Operating Policies of the Association for Career and Technical Education, such items are null and void.

APPENDIX

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20 _____ ACTE Board of Directors Election
Vice President Candidate Application

NOMINATION FORM

Name:		
Work Address:		
City:	State:	Zip:
Work Telephone:	Fax:	Mobile:
Email:		

Home Address:		
City:	State:	Zip:
Home Telephone:	Email:	

Preferred Contact *(please highlight one)*

Work	Home
------	------

FOR OFFICIAL USE ONLY
<p align="center">I hereby nominate the following individual as a candidate for ACTE Vice President.</p> <p>Region/Division: _____</p> <p>Vice President Signature: _____</p>



20__ ACTE Board of Directors Election

Vice President Candidate Application

BIOGRAPHICAL INFORMATION

Name:		
Title:		
School or Institution:		
Address:		
City:	State:	Zip:
Email:		

Employment History

Please List Your Occupational Background (starting with current employer):		
<u>Employer</u>	<u>Position</u>	<u>Dates of Employment</u>

ACTE Involvement

Please List Your Activities within your Division:	
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:

Please List Your Activities within your Division:	
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:

Please List Your Activities within your Region:	
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
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Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:

Please List Your Activities on Committees:	
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
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Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:

Please List Any Other ACTE Activities (State, Local) and Other CTE Related Professional Organizations:	
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:
Activity:	Dates of Involvement:

Education Background

College, University or Institute:
Degree Earned:

College, University, or Institute:
Degree Earned:

College, University, or Institute:
Degree Earned:

VICE PRESIDENT CANDIDATE QUESTIONS

1. Why do you seek the office of Vice President?
2. What do you think are the critical functions of the Vice President position and what attributes do you believe you bring to the position that would benefit ACTE and its members?
3. What strategies should ACTE employ to fulfill its core purpose of providing leadership in developing an educated, prepared, adaptable and competitive workforce?
4. During this time of economic constraints what strategies would you recommend to stabilize and/or increase ACTE membership? How does ACTE reach out to postsecondary CTE educators?
5. How can ACTE serve the entire career and technical education profession while also providing value to current and emerging disciplines?

Please keep your answers brief and not more than two (2) paragraphs each.

Note:

If you require additional space for any section, please complete in a separate Microsoft Word document and submit with your application materials.

All applications must be received in the ACTE Headquarters Office . . . (refer to current submission details published by ACTE).

Region V Hall of Fame

Purpose Recognize the contributions and distinguished accomplishments of those persons who have been identified with the work and purposes of Region V. **Nominations are due February 1.**

Guidelines

This award will be presented to those persons who have been identified with the work and purposes of Region V and the Association for Career and Technical Education. The award will be presented to ACTE members who have made a significant impact on the field of career and technical education at the (national), regional and state levels. Only under unusual circumstances will more than one award be presented each year.

The nominees will be evaluated on the following criteria:

- impact of contributions on student accomplishments curriculum, community, career and technical education programs
- significant contributions at the state, regional and national level
- contributions or prominence achieved above and beyond job assignments

Eligibility

The award will be presented to distinguished persons who have been identified with the work and purposes of Region V and whose contributions have made a significant impact on the field of Career and Technical Education. Applicants must be a member of ACTE.

Nomination Procedures

All nominations must come from Region V ACTE members. Each nominee must be endorsed or sponsored by an association, agency group, several individuals or a combination of these. Events should be dated and listed with the most recent first. All materials must be submitted electronically (ie. .doc, df or .jpg).

Applications for this award must include:

1. Outstanding Accomplishments of the Nominee: List the contributions and achievements of the nominee that have advanced career and technical education. List pertinent information that will clearly indicate the nominee's contributions beyond his or her job assignment. Also list outstanding accomplishments of the nominee which are identified with the work and purposes of Region V and the Association of Career and Technical Education. This information should show the commitment and dedication to the region and the association.
 - o Section A—Impact of contributions on student accomplishments, curriculum, community, and/or career and technical education programs.
 - o Section B—Significant contributions at the (National), regional and state level.
 - o Section C—Contributions or prominence achieved above and beyond job assignments.

Support information can include, but should not be limited to, honors and/or recognition, professional offices held, professional memberships and activities and major publications.

- o One to three letters of support should be one page in length. Each suggested endorsers

might include political leaders, professional association leaders, business and industrial leaders, educational leaders, civic leaders, parents and students.

One photograph of the nominee. Digital photo should be at least 300 dpi and in .jpg format. (The photograph is used for publicity purposes only.)

DISQUALIFICATION OF APPLICATION*

- Application with incomplete information AND/OR missing Letters of Support WILL NOT BE ACCEPTED.

1. Late applications WILL NOT BE ACCEPTED.

Region V Hall of Fame

Nominee _____

In the narrative, please describe the nominee’s contributions and distinguished accomplishments that support the work and purposes of Region V. Nominations are due February 1.

Section A: Impact of Contributions that have advanced CTE.	Not addressed	Fair	Good	Excellent	Score 40 possible
• Examples student accomplishments	0	1, 2, 3	5, 6, 7	8, 9, 10	
• Curriculum Development	0	1, 2, 3	5, 6, 7	8, 9, 10	
• Community Involvement	0	1, 2, 3	5, 6, 7	8, 9, 10	
• Career and Technical Education Programs	0	1, 2, 3	5, 6, 7	8, 9, 10	
Section B: Significant Contributions: Examples may include mentoring new members, chairing committees/task forces, testifying before state/congressional committees, etc.	Not addressed	Fair	Good	Excellent	Score 35 possible
• Region V	0	1, 3, 5	7, 9, 11	13, 14, 15	
• National	0	1, 2, 3	5, 6, 7	8, 9, 10	
• State	0	1, 2, 3	5, 6, 7	8, 9, 10	
Section C: Contributions/Prominence: Describe nominee’s contributions and promotion of CTE above and beyond the job assignment.	Not addressed	Fair	Good	Excellent	Score 40 possible
• Honors and/or recognition received	0	1, 2, 3	5, 6, 7	8, 9, 10	
• Professional Offices held - Regional - National - State	0	1, 2, 3	5, 6, 7	8, 9, 10	
• Professional memberships/activities - Committee involvement - Conference presentations	0	1, 2, 3	5, 6, 7	8, 9, 10	
• Major publications, webcasts, podcasts, etc.	0	1, 2, 3	5, 6, 7	8, 9, 10	
Section D: Letters of Support*	0 No evidence			20 Submitted - complete	Score 20 possible
• 1 – 3 Letter(s) included. Sources of letters could be political leaders; professional association leaders; education, business, industry, or civic leaders; parents; students. Letters are one page in length.					
TOTAL SCORE (135 possible)					

Please include a photograph of the nominee. Digital photo should be at least 300 dpi and in .jpg format. The photograph is used for publicity purposes only.

DISQUALIFICATION OF APPLICATION*

- Application with incomplete information AND/OR missing Letters of Support
WILL NOT BE ACCEPTED.

Late applications **WILL NOT BE ACCEPTED.**



ACTE Region V Conference



Conference Bid Sheet

State: _____

Year wishing to host: _____

Contact Person: _____

 Contact Phone Number: _____

 Contact Email Address: _____

 Contact Cell Phone: _____

Proposed Conference Location: _____

Distance from Airport: _____

Proposed Dates: _____

Proposed Registration Fee _____

Facilities: _____

 Cost per Room: _____

 Number of Sleeping Rooms _____

 Number of Breakout Rooms: _____

Number of Meals Included: _____

Tours: _____

Flights Available/Estimated Costs: _____

Evening Social Events: _____

Sample Estimated Budget				
	\$	#		\$
Revenue:				
Registration				
Vendors				
Auctions				
TOTAL REVENUE				
Expenses:				
Continental Breakfast				
Plated Breakfast				
Lunch				
Dinner				
Speaker Fees				
Postage, Printing, Program, etc.				
Supplies				
Decoration, Ribbons, Plaques, Signs				
Miscellaneous				
TOTAL EXPENSES				
TOTAL PROFIT/LOSS				

SAMPLE SCHEDULE OF EVENTS

Wednesday, April XX, 20XX

AM	Registration
10-Noon	Region V Policy Committee Meeting
11 AM - Noon	Policy Committee Working Lunch
2-5 PM	Leadership 101
2-5 PM	Division Meetings (TBA)
5:30 – 6:30 PM	Region V Policy Committee Meeting Evening Social Activity

Thursday, April XX, 20XX

7:00 AM	Registration
7:30 AM	Breakfast, Welcome, Opening
9:00 AM	First Time Attendees
9:00 AM	Committee Meetings
10:00 AM	Breakout Session
11:30 AM	Lunch/Keynote
12:30 PM	Breakout Session
1:30 PM	Industry Tours TBA
5:30 PM	Social

Friday, April XX, 20XX

8:00 AM	Breakfast/Keynote or Panel
9:30 AM	Breakout Session
10:45 AM	Breakout Session
12:00 PM	Lunch/Keynote
1:30 PM	Breakout Session
3:00 PM	State of States Business Meeting
4:30 PM	Leadership Networking
5:30 PM	Dinner, followed by Silent Auction and Social

Saturday, April XX, 20XX

9:30 AM	Awards Breakfast
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Possible Tours:

Sample Cancellation Policy: *A 75% refund will be provided until two weeks prior to the conference at the discretion of the host Requests must be in writing within two weeks after the conference with the reason identified.*
Revised April 2017

Region V

Committees Nomination Form

Check appropriate area

ACTE Committees

Region V Committees

Nomination for: (Committee Position) _____

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City, State, Zip _____ FAX number: _____

Email: _____

Title: _____ Institution / Agency _____

Name of State Affiliated Association: _____

ACTE Membership Number: _____ Expiration: _____

- o I would like to be considered for other committee appointments if not selected for the one above.

Organization	Position(s) Held	Years
ACTE / AVA		
Division		
Region V		
Affiliated Association		
Other (please specify)		

Number of years of consecutive membership:

ACTE: _____ Affiliated Association: _____ Region V: _____

Signature: _____ Date: _____

Endorsements

(to include individual signatures)

Employment Supervisor:

Name	
Address	
Signature	
Date	

Affiliated Association President:

Name	
Address	
Signature	
Date	

Other (if appropriate):

Name	
Address	
Signature	
Date	

Completed nomination forms are due by April. Please remit to:

Please return to:

**Annika Russell 1226 W
4th Ave Mitchell, SD
57301**

Work Phone: 605-995-7120

Phone: 605-996-3258

Annika.russell@mitchelltech.edu

Region V Mini Grants

To: State Associations

Due Date: September 1, 2017

Subject: Region V Membership Mini-grants:

1. The Region V Policy Committee has authorized the use of Region V designated ACTE funds for mini-grants. The grant should focus on at least one of the purposes of Region V: leadership, fellows, partnerships between states, and/or membership.
2. States interested in applying for the mini-grants will submit the following documentation to Region V Vice President by **September 1**. Winning states will be notified by September 15.
3. Documentation:
 - a. Letter documenting how the funds would be used. Letter should include specific goals and objective of the program.
 - b. State would have to show the use of matching state funds in their budget to qualify for the grant.
 - c. State will include a budget that will indicate how the funds will be spent.
 - d. Letter must have the signature of the State Association President and Executive Director (if they have one).
 - e. The grant recipient will provide a short summary oral report given at ACTE CareerTech VISION and ACTE Region V Conference. The grant recipient will submit a newsletter article.

Dodie Bemis Region V VP
bemisd@lakeareatech.edu
605-881-4746 (C)

2017 State of the State Report

State:

Date:

State President:

State Vice-President/President-Elect:

State Executive Director:

Please provide brief narrative describing current activities and strategies in the following categories:

Member Recruitment and Retention

Advocacy

State Issues

(Including legislative, leadership, partnerships, business and industry, and post-secondary)

Marketing

New and Innovative Ideas

Please complete this form by March 24 and submit electronically to Craig Statucki at:

cstatucki@gmail.com

Submissions will be copied and distributed at the Region V Business Meeting. Please share with others the successes you have had in your state!

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 two-year commitment.

Each participant will complete the required activities, attend the required events, view required webcasts, and submit a final summary of their accomplishments to the Region V Vice President and Policy Committee.

Final reports are due by **March 15**.

Required Activities

- o Initial Conference Call with Fellowship Coordinator and Fellows.
- o Conduct an in-person visit with a local legislator.
- o Conduct an in-person visit with a state legislator.
- o Conduct an in-person visit with a federal legislator.
- o Interview by phone or in-person with a current leader in Career and Technical Education.
- o Observe one National ACTE Board Meeting.

Required Events

Each Fellow is required to attend the following events and to submit a written summary after each program to the Fellowship Coordinator:

- o One (1) ACTE Career Tech Vision;
- o One (1) ACTE National Policy Seminar;
- o Two (2) Region V Conferences;
- o Two (2) State Association Conferences;

Other suggested activities may include:

- o Attend State Association Board meeting;
- o Attend a session of the House or Senate Education Committee in your state;
- o Invite a legislator to visit your program;
- o Attend/visit the State Legislature;
- o Attend a State Board of Education session;
- o Attend a session of the Career/Vocational Technical Education Advisory Committee to the State Board of Education;
- o Attend a session of the State Community College Board;
- o Attend a local school or city council/board meeting;
- o Invite a legislator/school board member/city official to visit your program;

- o Write letters for a specific issue to legislators/school board member asking for specific action or a particular issue or bill;
- o Meet with the State Superintendent of Public Instruction.

Webcasts

The Region V Fellowship coordinator will provide a list of appropriate webcasts that can be downloaded for viewing. Fellows will view the required webcasts and submit a summary of your learning from each webcast to the Fellowship Coordinator.

Selection

The ACTE Region V Fellows will be identified by a committee composed of the Region V Vice President, the Region V Policy Committee and the Region V Fellowship Coordinator. 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.

Possible Points	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 two years.
25	A one-page statement on the issues that you believe are most profoundly affecting Career and Technical Education in your LEA, your 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 (In the event of ties or further clarification needed).
120	Possible Grand Total

Criteria

Fellowships are limited to Region V members who have at least one year of work in Career and Technical Education. Applicants must have the support of their district and state association, with a signature from their supervisor and State Association President or Executive Director.

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 it with your support materials via email to Mary Anne Berens, Region V Fellowship Coordinator at maberens@cox.net or by submitting a CD with all materials to Mary Anne Berens, 21111 N. 106th Avenue, Peoria, AZ 85382.

All requirements of the application must be completed in order to be considered. Please submit your application by the deadline.. Successful applicants will be notified.

Region V Fellows will receive a stipend from Region V each year of participation. The stipend is to be used for reimbursement of travel expenses to the required conferences. Stipends are to be used in the year they are earned and cannot carry over.

If you have any questions or need assistance in completing your application, please contact Mary Anne Berens, Region V Fellowship Coordinator at maberens@cox.net or by phone at 623-628-9263 or Dodie Bemis, Region V VP at BEMISD@lakeareatech.edu.

Fellowship Rubric

Nominee: _____

Part 1: Completed Application	0 Not addressed	1-2 Minimally	3-4 Moderately	5 Completely	Score 20 possible
• General Information					
• Names of U.S. Representatives					
• Names of State Legislators					
• List of Leadership Activities					
Part 2: Letter of Interest/Goals	0 Not addressed	1-13 Addressed minimally	14-17 Addressed moderately	18-20 Addressed completely	Score 20 possible
• Interest in and commitment to serving as a fellow for 2 years.					
Part 3: Issues Statement	0 Not addressed	1-13 Addressed minimally	14-17 Addressed moderately	18-20 Addressed completely	Score 20 possible
• Issues most profoundly affecting CTE today in your LEA, your state, your region/division, or nationally.					
Part 4: Resume	0 Not addressed	1-5 Minimally	6-8 Moderately	9-10 Completely	Score 10 possible
• Detailed Resume					
Section D: Letters of Support	0 Not addressed			15 Submitted	Score 30 possible
• Immediate Supervisor					
• State ACTE President or Executive Director					
TOTAL SCORE (100 possible)					

Notes or Comments:

**Region V ACTE
1st Time Attendee Conference Stipend**

Eligibility: Any Region V ACTE members who are first time attendees to the Region V Leadership Conference.

Award: Up to ten \$500 stipends will be awarded for first time attendees at a Region V Conference. The stipend will be paid over two years with \$250 paid upon attending each conference. Awards will be made at the Region V Conference.

Name: _____

Address: _____

Email: _____ **Phone:** _____

1. List your activities and leadership roles in your state association.

2. What are your personal goals for involvement at the state, regional, and/or national level in ACTE?

3. Explain how you will share the information from the regional conference with your peers.

4. Are you a member of ACTE Yes _____ No _____

- If Yes, What is your ACTE membership number _____

**Email your application by March 15th to:
Dodie Bemis - bemisd@lakeareatech.edu**

We will notify you by April 1st if you are receiving the stipend.