

## **Appendix C**

### **Region II Standing Committees**

#### **Awards Committee**

Region II will select award winners in the eight National ACTE Award categories. The following policies and procedures will guide the Awards process.

- I. **Regional Awards Committee:**
  - a. The Region Vice President will appoint the Awards Chair and the Awards Committee, which will evaluate all applications for awards for Region II. **Training will be provided concerning the Awards criteria and process at the Region II Professional Development Conference.**
  - b. The Region II Awards Chair will be the Region II Representative on the ACTE National Awards Committee.
  - c. The Awards Committee will receive nominations and present one nominee in all eight categories to the ACTE Awards Committee in the following categories:
    1. Teacher of the Year
    2. Administrator of the Year
    3. Postsecondary Teacher of the Year
    4. Career Guidance Award
    5. New Teacher of the Year
    6. Teacher Educator of the Year
    7. Carl Perkins Community Service Award
    8. Lifetime Achievement Award
  - d. The Awards Committee will ensure the Region II Awards Program follows national ACTE Awards Program guidelines.
  - e. The Awards Committee will recommend modifications to existing awards or recommend new award categories to the Region II ACTE Awards Committee Representative who will in turn present those recommendations to the ACTE Awards Committee.
  
- II. **Regional Awards Communication:**
  - a. The Awards Committee Chair and the Region II Vice President will ensure that all state association divisions, awards committee members, and officials have current information on awards including the March 1<sup>st</sup> deadline and submission procedures.
  - b. The Awards Committee Chair and Region Vice President will update and maintain the Region II Awards page with links and resources to the ACTE Awards Program webpage.

### **III. Regional Awards Selection Process:**

- a.** All state applications will be entered into the ACTE Awards Portal for regional scoring by March 1<sup>st</sup>.
- b.** All state winners for all award categories must participate in an interview with the Region II Awards Committee.
- c.** The Awards Committee will score all awards applications from all states in the region according to the scoring rubric provided by ACTE.
- d.** The Awards Committee will refer to ACTE Excellence Awards Program guidelines for specific awards information as needed at [www.acteonline.org/awards](http://www.acteonline.org/awards)
- e.** The Region II Awards Committee will recognize the state winners and announce the regional winners of each category at the Region II Professional Development Conference.
- f.** The Region II Awards Chair will notify ACTE of the Region II winners by the national ACTE Awards deadline.