

**6010.5. OUTSTANDING CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISOR AWARD (See Appendix A6010.5)**

Procedures

1. Nominations may be made by any IBEA member. The nominee ***must also be a member of IBEA.***
2. Nominations must follow the official form and procedures outlined. No additional material is to be submitted. Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit **four (4)** copies of the nomination packet to the IBEA Awards Director postmarked no later than **MAY 23, 2011.**
4. The Awards Director will notify the nominator of the nominee who will receive the IBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the IBEA awards ceremonies.

If a nominee is not selected for the award the first year of nomination, the papers may be considered the next year. Contact the Awards Director to request that the application be considered again. If editing is required, a new application must be submitted following the guidelines by the deadline date.

Eligibility

1. The recipient must be a member of IBEA.
2. The recipient should be currently advising a business-related Career and Technical Student Organization (CTSO) for which he/she is being nominated.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination.

Criteria for Judging the Award

1. Education and Degrees (List majors, minors and institutions).
2. Teaching Experience (List years and location of experience).
3. Professional Memberships (List organizations and length of time of memberships).
4. Honors and Awards Received—Personally/Chapter/Members (Total of 20 points possible for Items 1 through 4).
5. Contributions to Career and Technical Student Organization (Include offices held, committees served on, and conference activities). (60 points)
6. Include a Maximum of three letters of recommendation that document the information included in this nomination. (20 points)

## A6010.5. OUTSTANDING CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISOR AWARD

### IDAHO BUSINESS EDUCATION ASSOCIATION

#### PROCEDURES

1. Nominations may be made by any IBEA member.
2. Nominations must follow the official form and procedures outlined. No additional material is to be submitted. Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit **four (4)** copies of the nomination packet to the IBEA Awards Director postmarked no later than MAY 4.
4. The Awards Director will notify the nominator of the nominee who will receive the IBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the IBEA awards ceremonies.

**If a nominee is not selected for the award the first year of nomination, the papers may be considered the next year. Contact the Awards Director to request that the application be considered again. If editing is required, a new application must be submitted following the guidelines by the deadline date.**

#### ELIGIBILITY

1. The recipient must be a member of IBEA.
2. The recipient should be currently advising a business-related Career and Technical Student Organization (CTSO) for which he/she is being nominated.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination.

#### WHAT TO SUBMIT

1. The cover sheet—NOMINEE DATA FORM
2. A maximum of three (3) pages that answer the six criteria areas.
3. A maximum of three (3) letters supporting the nomination.

Staple the packet in the upper left corner. ***Do not put documents in a folder or binder.***

#### MAIL ENTRIES TO

Ms. Misty Berrett  
IBEA Awards Director  
c/o South Fremont High School  
855 N. Bridge  
St. Anthony, ID 83445  
(208) 624-3416 ext. 3213 Fax: (208) 624-4898  
mistyb@sd215.net

**IDAHO BUSINESS EDUCATION ASSOCIATION  
OUTSTANDING CAREER AND TECHNICAL STUDENT ORGANIZATION  
ADVISOR  
NOMINEE DATA FORM**

Date↑	CTSO↑	
Full Name of Nominee (Candidate)↑		
Address↑		
City↑	State↑	ZIP Code↑
Present Position and Employer↑		
Employment Address↑		
Daytime Phone↑	E-mail Address↑	
.....		
Name of Nominator (Person Submitting Nomination)↑	Signature↑	
Address↑		
City↑	State↑	ZIP Code↑
Daytime Phone↑	E-mail Address↑	
Position↑		
Who should be contacted for more information? ↑	Phone/E-mail↑	
Is this a secret nomination? Yes→ _____	No→ _____	

Answer the following items **using a maximum of three pages**. Nominees receiving fewer than 75 average total points will not be considered for the award.

1. **EDUCATION and DEGREES** (List majors, minors and institutions.)
2. **TEACHING EXPERIENCE** (List years and location of experience.)
3. **PROFESSIONAL MEMBERSHIPS** (List organizations and length of time of memberships.)
4. **HONORS AND AWARDS RECEIVED – Personally/Chapter/Members** (Total of 20 points possible for Items 1 through 4)
5. **CONTRIBUTIONS TO CAREER AND TECHNICAL STUDENT ORGANIZATION** Include offices held, committees served on, and conference activities. (60 points)
6. **INCLUDE A MAXIMUM OF THREE (3) LETTERS OF RECOMMENDATION** that document the information included in this nomination. (20 points)