

Advisor of the Year

Attached are materials and directions needed to being the process for nomination of he SkillsUSA Massachusetts *Advisor of the Year*.

Step #1

Gather all the necessary materials to complete the process of the advisor of the year nomination. Complete the required nomination checklist within this document to ensure all proper documentation has been included.

Step #2

Send the nomination and appropriate paperwork for your entry no later then April 1st, 2010 to:

SkillsUSA Massachusetts
C/o Advisor of the Year Nomination
250 Foundry Street
South Easton, MA 02375

Or E-mail to Karen Ward and Nanci Johnson at the e-mail addresses listed below:

kward@maskillsusa.org and njohnson@maskillsusa.org

Step #3

You will be notified of the receipt of you entry via e-mail prior to the State Leadership and Skills Conference. The nominee will then be notified by the state office prior to the SLSC.

Step #4

All nominations received will be reviewed for required items and sent to the nomination committee for review.

Step #5

Interviews of nominees will take place in conjunction with the SLSC.

Step #6

Winners will be announced at the Awards Session of the SLSC

Step #7

The state winner will be entered into the SkillsUSA National Advisor of the Year for the 2010 National Leadership and Skills Conference.

Nominators Instructions

CRITERIA

This award will be presented to secondary and/or postsecondary educators involved in career and technical education and who have been recommended by a SkillsUSA Massachusetts member. One such award will be presented annually.

ELIGIBILITY

Eligible individuals are individuals who are currently employed by CTE high schools, postsecondary institutions, etc. Contributions and achievements in which the nomination is based should have been made within the past ten

years. The nominee must be a paid professional member of SkillsUSA.

SUBMITTING THE NOMINATION

Please complete the enclosed application and nomination paperwork found on page 3–6 of this document.

Submit a maximum of three letters of support or recommendation for the nominee along with the application. *More than three letters will disqualify the nominee.*

NOTE: Information provided in letters of support weighs heavily in the evaluation.

A color portrait (head and shoulders shot in SkillsUSA attire) of the nominee.

A narrative style biography of the nominee (one page, single spaced.)

Complete the enclosed nomination checklist located on page 7 of this document.

The SkillsUSA Massachusetts state director will then submit the nomination materials to the nominations committee. No additional materials will be accepted.

Advisor of the Year Nomination Form

Please Print Neatly or Type

Nominee Information

Full Name _____
Last First Middle Initial

Street Address _____

City, State & Zip _____

Phone Number (____) _____

E-mail Address _____

School Information

School Name _____

School Address _____

City, State & Zip _____

Phone Number (____) _____

Number of years as a SkillsUSA Advisor: _____

Nominator's Information

Nominator's Name _____

Nominator's Title _____

Full Name _____
Last First Middle Initial

Street Address _____

City, State & Zip _____

Home Number (____) _____

Office Number (____) _____

E-mail Address _____

Outstanding SkillsUSA Contributions and Achievements of Nominee

Describe in the space provided below the contributions and achievements of the nominee that have advanced SkillsUSA in the nominee's State, Region, and/or Nation. You may also describe how the nominee has advanced career and technical education in his/her occupational area. Please use this sheet. Answers may be supplemented on a single-spaced, 8½" × 11" page. Please use the Times font, 12pt type. Use front of page only.

Significant positions held: (in education of SkillsUSA)

Honors and/or Recognitions

Professional memberships

Civic, Fraternal Activities, Etc.:

Other specialized SkillsUSA activities, such as community service, safety projects or any other activities above and beyond the call of duty:

Please be sure that all of the following documentation is enclosed:

- Application and Nomination Paperwork found on pages 111–113
- Three letters of support or recommendation
- A color portrait (head and shoulders shot in SkillsUSA Attire) of the nominee
- A narrative style biography of the nominee (one page, single spaced.)

FOR STATE OFFICE USE ONLY:

Date Received ____/____/_____

Review By: _____

Documentation:

_____ COMPLETE

_____ MISSING PIECES

_____ NOT COMPLETE