

# Advisor of the Year

## How to Nominate

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

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.
  2. **The nomination must be submitted in a digital format, by emailing a complete PDF file.** The first page(s) of the PDF file must be the official submission form with all information complete. All following pages are for additional documentation. **The deadline for submission is April 1.** All entries received by that date will be accepted as a candidate for Advisor of the Year. An email and formal letter will be issued in recognition of a complete application. Advisor of the Year nominees will be recognized during the State Leadership & Skills Conference, with a winner announced during the Award Ceremony.
- Please email the PDF file, including the submission form to:  
 Email: [submissions@maskillsusa.org](mailto:submissions@maskillsusa.org)  
 Subject: Advisor of the Year Nomination
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.
  4. All nominations received will be reviewed for required items and sent to the nomination committee for review.
  5. Interviews of nominees will take place in conjunction with the SLSC.
  6. Winners will be announced at the Awards Session of the SLSC

7. The state winner will be entered into the SkillsUSA National Advisor of the Year for the 2016 National Leadership and Skills Conference.

## About the Award

### 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 the final page of this section.

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

Download the fillable 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 \_\_\_\_\_



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**Significant positions held: (in education of SkillsUSA)**

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**Honors and/or Recognitions**

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**Professional memberships**

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**Civic, Fraternal Activities, Etc.:**

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

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

- Application and Nomination Paperwork pages
- 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.)

Deadline for entries: **April 1**

Please email the PDF file, including the submission form to:

Email: [submissions@maskillsusa.org](mailto:submissions@maskillsusa.org)

Subject: Advisor of the Year Nomination

**FOR STATE OFFICE USE ONLY:**

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Review By: \_\_\_\_\_

Documentation:

\_\_\_\_\_ COMPLETE

\_\_\_\_\_ MISSING PIECES

\_\_\_\_\_ NOT COMPLETE

