

**2011 AWARD I NOMINATION FORM  
 NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION  
 TEACHER OF THE YEAR AWARD  
 Outstanding Contributions to Business Education by a Secondary Business Teacher**

**ELIGIBILITY**

The nominee must be primarily engaged in teaching business at the secondary school level. If the nominee has dual responsibilities, at **least 50 percent of those responsibilities** at the major employing institution must be in teaching. The nominee's contributions may have been made over an extended period of time, but the major impact must have occurred **within three (3) years prior** to the nomination. The nominee must be a **current** member of NBEA **both at the time nominated and at the time receiving the award**. In order to be considered for the NBEA Award, the nominee must be a current member of NBEA and have been a member for a minimum of three (3) years. Credentials of candidates not receiving a award shall be retained for consideration for the following year. Nominees must continue to meet eligibility requirements. Retired teachers are eligible for NCBEA Awards but will not be eligible for NBEA awards.

**NOMINATION GUIDELINES** (Please read carefully.)

1. Nominations must be made by an NBEA member or by the Executive Boards of NBEA-affiliated state or local associations. The nominator signing the form must be a **current NBEA member** or the nominee will be disqualified.
2. Nominations must be on this **2011 nomination form** cover sheet. The **biographical data of nominee** on the accompanying sheet on page 2 **and the responses to each criterion on page 3 must not exceed one page, one side only**. Please type each statement at the top of a separate sheet of paper before beginning your response. **A 10-point or larger font is required.**
3. **Nine (9) copies** of the nomination packet must be submitted to NCBEA Awards Chair. All material (including the nomination form, the biographical data, the criterion responses, and the supporting letters) must be on **green** paper.
4. **A minimum of two (2) and a maximum of five (5) supporting letters, each limited to one side of one piece of 8 1/2" x 11" paper or letterhead**, may accompany this form. A 10-point or larger font is required. Please note: Letters longer than one page will result in disqualification of the nominee.
5. **No additional pages or material** should be included with the nomination form other than letters as stated in Number 4 above.
6. **Nominations should be mailed to the NCBEA Awards Chair, Linda Harper, 604 N. Antler Drive, Mt. Zion, IL 62549.**
7. **Nomination papers must be postmarked by June 15, 2011.**

**FAILURE TO FOLLOW ANY OF THE NOMINATION GUIDELINES WILL  
 RESULT IN DISQUALIFICATION OF THE NOMINATION.**

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Date \_\_\_\_\_ NBEA Membership No. \_\_\_\_\_

Full Name of Nominee \_\_\_\_\_

Home Address \_\_\_\_\_

Present Position \_\_\_\_\_ School \_\_\_\_\_

School Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

.....

Name of Nominator \_\_\_\_\_ Signature \_\_\_\_\_

Home Address \_\_\_\_\_

Position \_\_\_\_\_ E-Mail \_\_\_\_\_ NBEA Membership No. \_\_\_\_\_



**2011 CRITERIA FOR AWARD I**  
**Secondary Business Teacher**

Please type each criterion at the top of a separate sheet of paper. Each response must not exceed one page, one side only. A 10-point or larger font is required.

1. **Teaching.** Contributions to business education through teaching. Include information about classroom teaching performance, years of experience, and subject areas taught; give evidence of effectiveness (student, peer, and administrative evaluations). Supporting documentation from students, administrators, and/or professional colleagues (incorporated into the narrative) is essential to this criterion. Do not include copies of student evaluations or other documentation. (Maximum points—50)
  
2. **Professional Associations.** Participation and offices held in local, state, regional, and national professional associations. Special activities that resulted in needed changes or improvements in the profession. (Maximum points—20)
  
3. **Other Responsibilities.** Involvement in other activities such as departmental responsibilities, serving on committees, and working with student organizations. (Maximum points—15)
  
4. **Publications.** Contributions to business education through major articles, refereed publications, non-refereed publications, and research activities (including grant proposals). Describe the significance of such activities on the profession. List—**but do not include copies of**—articles, monographs, books, etc., published by the nominee. (Maximum points—10)
  
5. **Civic Organizations.** Contributions to business education through religious, civic, government, cultural, and private business organizations. (Maximum points—5).

**NOMINATION PACKAGE MUST BE POSTMARKED BY June 15, 2011.**

**Mail to:**

**NCBEA Awards Chair, Linda Harper, 604 N. Antler Drive, Mt. Zion, IL 62549**