

**2011 AWARD IV NOMINATION FORM
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION**

*Outstanding Contributions to Business Education by an
Administrator or Supervisor of Business Education*

ELIGIBILITY

The nominee must be primarily engaged in the administration or supervision of a business education program. If the nominee has dual responsibilities, **at least 50 percent of those responsibilities** must be in an administrative/supervisory function at the major employing institution. The nominee must be **a 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 2011 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 with the biographical data of nominee on the accompanying sheet (p. 2). Biographical data may not exceed one page, one side only. 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 Chairperson. All material (including the nomination form, the biographical data, the criterion responses, and the supporting letters) must be on **pink** 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, should 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 #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.
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Full Name of Nominee

Home Address

Present Position	School
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School Address

Daytime Phone	Evening Phone	E-Mail
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Name of Nominator	Signature
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Home Address

Position	E-Mail	NBEA Membership No.
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BIOGRAPHICAL DATA OF NOMINEE
Administrator or Supervisor of Business Education - 2011

List most recent activities first. (You may reproduce this page; however, you are limited to one total page, not one page for each of the five criteria.)

1. DEGREES

[List degrees, institutions, and years attended.]

2. ADMINISTRATIVE/TEACHING EXPERIENCE

[Give years of experience in business education administration or supervision.]

3. PROFESSIONAL MEMBERSHIPS

[Provide name, years of membership, and leadership positions.]

4. HONORS AND AWARDS

[Provide name of award, years, and name of sponsoring organization.]

5. PUBLICATIONS AND PRESENTATIONS

[Provide name of article/book, copyright date, and publisher. Do not include copies of any publications.]

Criteria for Award

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. Contributions to business education through administrative and/or supervisory activities—years of experience and evidence of effectiveness in the field should be documented. (Maximum points—50)**
- 2. Participation and offices held in local, state, regional, and national professional associations and other special activities resulting in the improvement of the profession. (Maximum points—20)**
- 3. Development and/or support of education programs that provide unusual opportunities for business education students to benefit from interrelationships with the business community. Evidence of involvement in other programs that display unusual commitment to students and/or teachers through personal or staff contacts, activities, and ongoing support. (Maximum points—15)**
- 4. Demonstration of efforts to inform citizens of the achievements of business education and of the needs of the program's future development; contributions to business education through public persuasiveness and/or support of state or federal legislation designed to advance the purposes of business education. (Maximum points—15)**

NOMINATION PACKAGE MUST BE POSTMARKED BY June 15, 2011.

Mail to:

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