

# MISSOURI ACTE CRITERIA FOR AWARDS

## Procedure for nominating candidates

Officers of state career and technical education associations, organizations within the Missouri ACTE structure, businesses, and farm labor groups, and individuals, such as local instructors of staff, state and local career and technical education leaders, and teachers training personnel, are invited to nominate one or more candidates for each award described here. All nominations must come from Missouri ACTE members. Candidates must be a member of ACTE, Missouri ACTE and their respective division.

### DEADLINE

The awards will be presented during the Missouri ACTE Conference in July. The deadline for the submission of applications is March 15, 2012. Original applications and 5 copies should be submitted to:

Donna Vossen, Executive Director  
Missouri Association for Career and Technical Education  
PO Box 1955  
Jefferson City, MO 65102

### PLEASE READ CAREFULLY!

- **NOTICE – to be eligible for any and all awards you must have been a tri-level member – ACTE, Missouri ACTE and your division at the time of nomination (new ACTE guidelines).**
- Special care should be exercised in filling in the application blanks and in preparing supplementary material to be submitted with it.
- The content and manner in which the material is presented has great bearing on how the selection committee reacts.
- The blanks must be filled out completely and understandably.
- A list of all major activities contributing to the services performed by the nominee should be included, together with a brief description of ways in which the nominee's activities have resulted in significant contributions at local, state and/or national levels.
- Volume is not as important as pertinent selection and statements of individuals sponsoring the nominee.
- Selection of recipients of awards will be based primarily on material about the nominee.
- Letters of endorsement are helpful in strengthening the nomination.
- The awards committee and board of directors reserve the right not to make awards in any or all of the categories mentioned here if, in their judgment, no worthy candidates are nominated.