

2018 Award Nomination Form
Massachusetts Business Education Association Teacher of the Year
Outstanding Contributions to Business Education by a Business Teacher

Eligibility

The nominee must be primarily engaged in teaching business. 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 contributions must have occurred within three years prior to nomination. The winner must be registered and present at the annual meeting to accept the award.

Nomination Guidelines (Please Read Carefully) and forward to a MBEA member, Department Head or Administrator.

1. Nominations can be made by another MBEA member, department head, or school administrator of the MBEA member being nominated. The signed nomination form must be forwarded to the nominee for completion. Incomplete nomination packets received by the MBEA will not be considered by the selection committee.
2. Nominations must be on this **2018 nomination form** cover sheet with the **biographical data of the nominee** on the accompanying sheet (p.3). Biographical data may not exceed one page, one side only. **Responses to each criterion on page 4 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. **A minimum of two (2) and a maximum of five (5) supporting letters, each limited to one side of one piece of 8 ½ 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.
4. **No additional pages or material** should be included with the nomination form other than supporting letters.
5. Nominations should be mailed to the MBEA Awards Committee,
c/o Jo-Ann O'Brien, East Bridgewater Jr./Sr. High School, 143 Plymouth Street,
East Bridgewater, MA 02333
6. Nomination papers must be postmarked by **February 1, 2018.**

Failure to follow ANY of the nomination guidelines will result in disqualification of the nomination!

Date: _____

Full Name of the Nominee: _____

Address: _____

City, State, Zip: _____

Present Position: _____

Daytime Phone: _____

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Name of Nominator: _____

Address: _____

Position: _____

Phone Number: _____

For Committee Use Only:	
Submitted: _____	Resubmitted: _____

Biographical Data of Nominee for Award *(List most recent activities first)*

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...**

4. **HONORS AND AWARDS...**

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 teaching. Include information about 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. 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. Involvement in other activities such as departmental responsibilities, serving on committees, and working with student organizations such as DECA, FBLA, BPA, NBHS, etc. (Maximum points: 20)
4. Contributions to business education through religious, civic, government, cultural and private business organizations. (Maximum points: 10)

Nomination package must be postmarked by February 1, 2018

Mail to:

MBEA Awards Committee

c/o Jo-Ann O'Brien

East Bridgewater Jr./Sr. High School

143 Plymouth Street

East Bridgewater, MA 02333