

6010.5. OUTSTANDING CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISOR AWARD (See Appendix A6010.5)

Procedures

1. Nominations may be made by any NBEA/WBEA member or by a State/Territory/Province (S/T/P) association. The nominee ***must also be a member of NBEA/WBEA.***
2. Nominations must follow the official form and procedures outlined. No additional material is to be submitted. Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit **four (4)** copies of the nomination packet, along with a black and white or color photograph which may be used for the Awards Booklet to the WBEA Awards Director postmarked no later than DECEMBER 1.
4. The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.

If a nominee is not selected for the award the first year of nomination, the nominee may be considered the next year. Contact the Awards Director to request that the application be considered again. If editing is required, a new application must be submitted following the guidelines by the deadline date.

Eligibility

1. The recipient must be a member of WBEA/NBEA and of his/her S/T/P association.
2. The recipient should be currently advising a business-related Career and Technical Student Organization (CTSO) for which he/she is being nominated.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination.

Criteria for Judging the Award

1. Education and Degrees (List majors, minors and institutions).
2. Teaching Experience (List years and location of experience).
3. Professional Memberships (List organizations and length of time of memberships).
4. Honors and Awards Received—Personally/Chapter/Members (Total of 20 points possible for Items 1 through 4).
5. Contributions to Career and Technical Student Organization (Include offices held, committees served on, and conference activities). (60 points)
6. Include a Maximum of three letters of recommendation that document the information included in this nomination. (20 points.)

A6010.5. OUTSTANDING CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISOR AWARD

Western Business Education Association

PROCEDURES

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ELIGIBILITY

1. The recipient must be a member of WBEA/NBEA and of his/her S/T/P association.
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WHAT TO SUBMIT

1. The cover sheet—NOMINEE DATA FORM
2. A maximum of three (3) pages that answer the six criteria areas.
3. A maximum of three (3) letters supporting the nomination.
4. Black and white or color picture of the nominee which may be used for the Awards Booklet.

Staple the packet in the upper left corner. ***Do not put documents in a folder or binder.***

MAIL ENTRIES TO Mrs. Jean Matsui Hara, Professor
 WBEA Awards Director
 c/o Leeward Community College
 96-045 Ala Ike, Room BE-202
 Pearl City, HI 97682-3393
 808.455.0346 Fax: 808.453.6735
 jhara@hawaii.edu

**Western Business Education Association
OUTSTANDING CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISOR**

NOMINEE DATA FORM

Date↑	S/T/P Membership↑	CTSO↑
Full Name of Nominee (Candidate)↑		
Address↑		
City↑	State↑	ZIP Code↑
Present Position and Employer↑		
Employment Address↑		
NBEA Membership No. ↑	Daytime Phone↑	E-mail Address↑
.....		
Name of Nominator (Person Submitting Nomination)↑	Signature↑	
Address↑		
City↑	State↑	ZIP Code↑
NBEA Membership No. ↑	Daytime Phone↑	E-mail Address↑
Position↑		
Who should be contacted for more information? ↑	Phone/E-mail↑	
Is this a secret nomination? Yes→ _____	No→ _____	

Answer the following items **using a maximum of three pages**. Nominees receiving fewer than 75 average total points will not be considered for the award.

1. **EDUCATION and DEGREES** (List majors, minors and institutions.)
2. **TEACHING EXPERIENCE** (List years and location of experience.)
3. **PROFESSIONAL MEMBERSHIPS** (List organizations and length of time of memberships.)
4. **HONORS AND AWARDS RECEIVED – Personally/Chapter/Members** (Total of 20 points possible for Items 1 through 4)
5. **CONTRIBUTIONS TO CAREER AND TECHNICAL STUDENT ORGANIZATION** Include offices held, committees served on, and conference activities. (60 points)
6. **INCLUDE A MAXIMUM OF THREE (3) LETTERS OF RECOMMENDATION** that document the information included in this nomination. (20 points)