

2010 – 2011 WBEA Awards Committee Director Program of Work

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Deadline	Approved Policies & Procedures Manual Reference	Tasks to Perform	Date Completed
Ongoing	1010 #2	Be a non-voting ex-officio member of the WBEA Executive Board as Director of a Standing Committee	Ongoing
Ongoing	1010 #4	The Directors of the following standing committees will be invited to present reports at Executive Board Meetings: Awards . . .	
June 2010 and February 2011	1010 #4	Prepare Awards Director 2010-2011 POW and report.	
Ongoing	1020 #1	The Executive Board members must maintain NBEA/WBEA membership.	
June 2010 February 2011	2010 #2 2030 #1	Attend semi-annual Executive Committee meeting as Director of a Standing Committee to give reports as an ex-officio member.	
Ongoing	2020 #2	Whenever practical, the Executive Committee should seek ratification of changes to the policies and procedures. (Review the Program of Work, Policies & Procedures Manual, Bylaws, and Articles of Incorporation.) Review and update, if necessary, awards program guidelines.	
August 15, 2010 to December 1, 2010	6010 #1	Conduct the WBEA Recognition Awards and the WBEA Newsletter Awards programs.	
August 15, 2010	6010 #2a	Prepare an article for each issue of the WBEA newsletter.	
August 15, 2010	6010 #2b	Write letters to the presidents and presidents-elect sent electronically and through US mail to encourage S/T/Ps to submit their own award recipients for appropriate WBEA and NBEA awards. Send letters with WBEA nomination forms and referral to the NBEA website for the various awards and a request for names of members to serve on judging committees. ① Outstanding Business Educator of the Year Awards— <ul style="list-style-type: none"> ① Elementary/Middle School/Junior High ② High School ③ Senior College/Collegiate/University ④ Postsecondary (deadline for submission: December 1, 2010—one original and three copies of application.) ② WBEA Distinguished Service WBEA Member Or Company or Representative of a Company, or Legislator (deadline for	

		<p>submission: December 1, 2010—one original and three copies of application.) ③S/T/P Newsletter Recognition Awards. (Deadline for submission: December 1, 2010—three copies of any two newsletters published between July 1, 2009, and June 30, 2010.) ④Outstanding Career and Technical Student Organization Advisor ⑤Robert J. Thompson WBEA Membership Award for highest percent of NBEA membership by June 30, 2010. ⑥WBEA Membership Achievement Awards for all S/T/Ps reaching 95% or above of the NBEA membership goal (excluding the recipient of the Robert J. Thompson WBEA Membership Award)</p>	
December 1, 2010	6010 #2c	Establish committees to judge the applications sent to the committee members to determine recipients of various awards.	
January 10, 2011	6010 #2d	<p>Notify the nominators of the nominees who will receive the WBEA awards. Ask the nominators to contact the winners' supervisors to provide support for the winners. Ask the nominators to ensure that the winners are present at the WBEA awards ceremonies along with their family and friends. Family, friends, and colleagues who are not registered for the conference must contact the WBEA conference chair for special meal rates for the awards ceremonies.</p> <p>Contact nominators on those who did not win—ask them to try again next year.</p>	
August 15, 2010	6010 #3 6010.1	<p>Advertise and administer the WBEA Recognition Certificate and Newsletter Award Programs</p> <p>⑦WBEA Recognition Program 8 1/2 x 11 certificates available</p>	
Ongoing	6010 #3b 6010.1	Prepare WBEA Recognition Certificates as requested and mail to the S/T/Ps for awarding at their own local conferences.	
October 31, 2010	3110 #15, A3110 6010 #12a	Obtain name for WBEA President's Award recipient from President Jackie Floetke.	
November 1, 2010 (recommend monthly)	6010 #3	Send reminders to S/T/P Presidents and Presidents-elect about awards and deadlines. Also send to WBEA Executive Committee members, past presidents, awards chairs, and newsletter editors.	
December 1, 2010	6010, A6010	<p>Check postmark deadline (December 1) for all awards with original plus three copies.</p> <p>①Outstanding Business Educator of the Year Awards—</p> <ul style="list-style-type: none"> ①Elementary/Middle School/Junior High ②High School ③Senior College/Collegiate/University ④Postsecondary <p>②WBEA Distinguished Service WBEA Member Or Company or Representative of a Company, or Legislator</p> <p>③S/T/P Newsletter Recognition Awards. (three copies of any two newsletters published between July 1, 2009, and June 30, 2010.)</p> <p>④Outstanding Career and Technical Student Organization Advisor</p>	

December 1, 2010	6060#2e, A6061 6060#4, A6062	Coordinate with WBEA Membership Director Linda Simmons for preparation of Membership Award Certificates and plaque. The Robert J. Thompson WBEA Membership Award is presented to the S/T/P Membership Director who reaches the highest percentage NBEA membership goal by June 30, 2010. WBEA Membership Achievement Awards for all S/T/Ps reaching 95% or above of the NBEA membership goal (excluding the recipient of the Robert J. Thompson WBEA Membership Award) by June 30, 2010.	
December 5, 2010	6010 & A6010	Mail each newsletter judge the S/T/P newsletter entries (three copies of any two newsletters published between July 1, 2009, and June 30, 2010) with ranking sheets. (Facilitated by the Awards Director; two additional members will be appointed; each member will come from a different S/T/P; each member will serve one two-year term.) Top three (3) entries will be recognized with a functional gift rather than a plaque. Set deadline for return to January 3, 2011. Facilitate committee to determine WBEA Distinguished Service and Outstanding Educator Awards recipients. Mail each judge a complete packet of nomination forms and judging rubric(s.) Set deadline for return to January 3, 2011. Facilitate committee to determine WBEA Outstanding Career and Technical Student Organization Advisor Award recipient. Mail each judge a complete packet of nomination forms and judging rubric(s.) Set deadline for return of January 3, 2011.	
January 28, 2011	6010, A6010	Order Past President's Half-Gavel plaque to be given to the outstanding President (Jackie Floetke) by the incoming President (current president-elect.) Confirm complete name and spelling for plaque. Order plaques for the Robert J. Thompson WBEA Membership Award, Distinguished Service Awards (same size or bigger than outstanding awards), Newsletter Awards (framed certificates or plaques)—three (3) awards maximum, Outstanding Educator Awards, Outstanding Career and Technical Student Organization Advisor Award, and President's Award recipients. Order Special Friend of WBEA or Lifetime Achievement Award plaque.	
January 28, 2010	6010 #11	Order WBEA Membership Achievement Award gifts for S/T/P reaching 95% or above of the NBEA membership goal (excluding the recipient of the Robert J. Thompson WBEA Membership Award).	
January 28, 2010	6010 #11	Prepare certificates of appreciation for Executive Board Members (official representatives and ex-officio members) in attendance; and assist with other awards according to guidelines.	
January 28, 2010	6010, 11	Prepare Awards Booklet (100 copies) to be distributed at Awards ceremony. Update awards recipients, presidents, and WBEA Board Members lists in the printed program. The booklet presentation order is in the following order:	

		<ul style="list-style-type: none"> a. President's Award b. Distinguished Service Awards c. Outstanding University Educator d. Outstanding Postsecondary Educator e. Outstanding High School Educator f. Outstanding Career and Technical Student Organization Advisor g. Newsletter Awards h. Membership Awards 	
January 28, 2010	6010, 12	Appoint people to hand out 100 copies of Awards Booklet after the Awards banquet. Be sure each recipient and WBEA board member sitting on stage receives a copy of the booklet after the presentations. At the banquet, announce that the awards booklets will be available at the door for those who request a copy. Only give a booklet to those who request one. Keep at least two for the files; if many booklets remain, give another copy to each award recipient.	
January 28, 2010	1010 #4	Provide a written report to WBEA President on accomplishment of Program of Work tasks at this mid-year point.	
February 17, 2011	6010 #5	Obtain from WBEA Treasurer Joe McFarland the \$50 check (WBEA Account #5840) to the S/T/P of the Robert J. Thompson WBEA Membership Award; the check is presented with the plaque. Contact Joe prior to deadline to remind about check.	
February 17, 2011	6010 #3b	Have WBEA President sign all certificates.	
February 17, 2011	1010 #4	Give oral report to WBEA Executive Board on major Program of Work tasks accomplished.	
February 17, 2011	9000 #2	<p>Make a presentation at the President-elect workshop notifying the presidents-elect of the awards available to S/T/P.</p> <p>Do a new workshop on awards:</p> <p>①Outstanding Business Educator of the Year Awards—</p> <ul style="list-style-type: none"> ①Elementary/Middle School/Junior High ②High School ③Senior College/Collegiate/University ④Postsecondary (deadline for submission: December 1, 2010—one original and three copies of application.) <p>②WBEA Distinguished Service WBEA Member Or Company or Representative of a Company, or Legislator (deadline for submission: December 1, 2010—one original and three copies of application.)</p> <p>③S/T/P Newsletter Recognition Awards. (Deadline for submission: December 1, 2010—three copies of any two newsletters published between July 1, 2009, and June 30, 2010.)</p> <p>④Outstanding Career and Technical Student Organization Advisor</p> <p>⑤Robert J. Thompson WBEA Membership Award for highest percent of NBEA membership by June 30, 2010.</p> <p>⑥WBEA Membership Achievement Awards for all S/T/Ps reaching 95% or above</p>	

		of the NBEA membership goal (excluding the recipient of the Robert J. Thompson WBEA Membership Award) ⓄWBEA Recognition Program 8 ½ x 11 certifications available	
February 17, 2011	3110 #15, A3110	Show the President (Jackie), the President's Award plaque for her to present.	
February 17, 2011	6010 #4	Show the President-elect (Roietta), the President's Award plaque (to Jackie) for Roietta to present.	
February 17, 2011	6010 #5	Ask Bob Thompson (if present at conference) to co-present at the Awards Banquet the Robert J. Thompson WBEA Membership award and the \$50 check to the winning S/T/P.	
February 20, 2011	6010 #13	Together with the WBEA President, present awards at the WBEA Annual Conference (from the podium, the Awards Director passes the president the award as the Awards Director reads the description of the award for <ul style="list-style-type: none"> a. Membership Awards (have Robert J. Thompson present the top award plaque and \$50 check) b. Newsletter Awards c. Outstanding Career and Technical Student Organization Advisor d. Outstanding High School Educator e. Outstanding Postsecondary Educator f. Outstanding University Educator g. Distinguished Service Award h. The WBEA President will present the President's Award 	
February 20, 2011	3120 #9	The President-elect will present the outgoing President with a half-gavel plaque provided by the Awards Director at the WBEA Awards Banquet.	
April 30, 2011	6010 #2a 6010 #14	Prepare an article for each issue of the WBEA newsletter. Send information about award recipients to Western News Exchange (WNE) Editor and other business education publications.	
April 30, 2011	6010 #13	Send awards information to NBEA's <i>The Business Education Forum</i> Editor or Dr. Janet Treichel, NBEA Executive Director.	
April 30, 2011	6010 #2b	Encourage individual WBEA members to submit nominees for NBEA and WBEA awards for 2011. Send article along with a reminder in an e-mail.	
June 30, 2011	N/A	Submit year-end report to President Jackie Floetke on Program of Work and recommendations.	