

2008 Francis Tuttle Award

Purpose

This award is to recognize a CareerTech educator who has made outstanding contributions that are of state and/or national significance. These contributions should be aimed toward the improvement, promotion, development and progress of CareerTech education.

This award was established in 1985 in honor of Dr. Francis Tuttle, former State Director of the Oklahoma Department of Career and Technology Education. It is designed to honor individuals whose careers exemplify a similar dedication to the development of people through CareerTech education.

This is the Oklahoma ACTE's highest honor and, as such, will be given only to individuals whose contributions have been of state or national significance. Only one award may be presented each year.

Eligibility

The award will be presented to a professional CareerTech educator whose career has been marked by actions that have enabled CareerTech education programs to respond more fully to the individual needs of people in achieving more productive lives.

This would be evidenced by commitment to an active, continuing role in the establishment, promotion, implementation, and/or administration of programs and/or services. Career excellence in CareerTech education will also be demonstrated by continuous efforts to inform others of the accomplishments needs and challenges of CareerTech education in Oklahoma, thereby eliciting statewide support of CareerTech endeavors. A majority of the nominee's outstanding contributions should have been made during the past ten years. The nominee must have been a member of Oklahoma ACTE/ACTE for the past ten years.

Applicants for the Francis Tuttle Career Excellence Award are restricted from applying for the Arch Alexander Award.

Application Procedures

Each nominee shall submit a nomination dossier consisting of the following:

1. The Francis Tuttle Nomination form becomes pages 1-2 of the nomination dossier.
2. Career contributions and achievements become pages 3-4 of the nomination dossier. Attach a description of the contributions and achievements of the nominee that have advanced CareerTech education. List pertinent information that will clearly indicate the nominee's contributions beyond his or her job assignments. List in order of significance. Information should be brief and concise, and should not exceed two single-spaced pages.

3. Support Information becomes pages 5-7. This should include no more than one page each in four sections, as follows:
 - ★ (page 5) Section A – Professional memberships and activities.
 - ★ (page 6) Section B – Professional contributions.
 - ★ (page 7) Section C – Education and work experience.
4. Letters of support, limited to a maximum of six, should be pages 8-13 of the nomination dossier. Letters should be one page in length and addressed to the Awards Committee. These letters should come from such individuals as: political leaders; professional association leaders; business and industry leaders; a community lay person; a former student or parents.
5. Media requirements:
 - ★ A series of three photographs of the nominee in his/her workplace submitted on a CD (computer disc). These photographs will not in any manner influence judging but will be used for publicity purposes only.
 - ★ .Jpeg files are preferred.
 - ★ Please smile and take no pictures of back of heads.
 - ★ **Enclose the CD with the dossier in a 9 X 12 envelope.**
6. General Guidelines:
 - ★ Please include a 100-word summary to include a brief program description along with significant contributions impacting the program on a CD in MS Word format. Send only one CD per dossier. This summary will be used as the copy for the program and the basis for script copy.
 - ★ Applicants should submit information **written in the 3rd person context rather than 1st.**
 - ★ Events should be dated and listed with the most recent submitted first.
 - ★ One applicant may not be nominated for two similar awards
7. Formatting Guidelines:
 - ★ All materials must be word processed or typewritten in 12 pt. Times New Roman font on 8-1/2 X 11 sheets of white paper, with 3/4" margins (left, right, top and bottom).
 - ★ Place page numbers at the bottom center of each page.
 - ★ **Submit one original and six (6) copies of the completed materials, ALL on three hole-punch paper and the CD in a 9 X 12 envelope.**

All materials must be submitted at the same time as a complete package. No supplementary materials may be submitted; items not outlined above will be discarded before judging. All procedures must be followed for an application to be considered. Applications that do not follow these procedures will be rejected.

Nomination/Selection Process

The Oklahoma ACTE will make the selection based on the evaluation/nomination form.

Deadline

The original application must be submitted to the Oklahoma ACTE office by 5:00 p.m., May 1. **Assistant Director, Oklahoma ACTE, 4545 Lincoln Blvd, Suite 159, Oklahoma City, OK 73105.** The award will be presented at Summer Conference.

MATERIALS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY OF THE MATERIALS FOR POSSIBLE FUTURE USE.

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Application/Nomination Form

Name of Nominee _____
First MI Last

Email Address _____

Employer/School _____

Employer Address _____ Phone (____) _____

City State Zip

Nominee's Current Title or Position _____

Appointment Date _____

Years of Membership in Oklahoma ACTE/ACTE _____

Person Submitting Nomination _____

Title _____

School/Division _____

Address _____

Work Phone _____ Email _____

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Our signatures confirm that this nominee possesses the qualities and competencies that exhibit excellence in career and technology education.

Signature of Nominee's Supervisor _____

Signature of Person Nominating or Nominee _____

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Evaluation Form

	Possible Points	Evaluator Score
I. Career Contributions/Achievements	60	_____
II. Section A.....	10	_____
Professional Memberships and Activities		
Section B.....	10	_____
Professional Contributions		
Section C.....	10	_____
Education and Work Experience		
III. Letters of Endorsement.....	10	_____
Grand Total	100	

Date of Evaluation ____ / ____ / ____

Signature of Evaluator _____