

# Oklahoma ACTE 2008 Distinguished Service Award

## Purpose

This award recognized individuals or organizations outside the field of CareerTech for meritorious contributions to the significant statewide improvement, promotion, development and progress of CareerTech.

## Application Procedures

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

1. The Oklahoma ACTE Distinguished Service Nomination form becomes page 1 of the nomination dossier.
2. Contributions to CareerTech support information consisting of:
  - A. Sponsored Programs
  - B. Financial Support
  - C. Public Relations
  - D. Other pertinent contributions may be included, limited to four pages.
3. Media requirements:
  - ★ Up to 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.**
4. General Guidelines:
  - ★ Please include a 100-word summary to include a brief program description along with significant contributions on a CD in MS Word format. **Send only one CD in the dossier.** This summary will be used as the copy for the program and the basis for script copy.
  - ★ Events, if listed, should be dated and listed with the most recent submitted first.
  - ★ One applicant may not be nominated for two similar awards

5. 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.**

## **Nomination/Selection Process**

The Oklahoma ACTE will select a recipient from the nominations received, who will be recognized at Summer Conference.

## **Deadline**

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.

The packet must be submitted to the Oklahoma ACTE office by 5:00 p.m., April 30. **Assistant Director, Oklahoma ACTE, 4545 Lincoln Blvd, Suite 159, Oklahoma City, OK 73105.**

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

# Oklahoma ACTE 2008 DISTINGUISHED SERVICE

## Application/Nomination Form

Name of Organization or Individual Nominee \_\_\_\_\_

If Organization, Contact Name \_\_\_\_\_

Business Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Nature of Business \_\_\_\_\_

Title or Position of Individual \_\_\_\_\_

### Applicant must attach the following support information:

Contributions to Career and Technology Education:

1. Sponsored Programs
2. Financial Support
3. Public Relations
4. Other (List in order of significance)

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### Evaluation

	Inadequate Information	Fair	Good	Excellent	Superior
I. Sponsored Programs					
II. Financial Support					
III. Public Relations					
IV. Other					
<b>Column Totals</b>					

Date of Evaluation \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

Signature of Evaluator \_\_\_\_\_