

# 2019 Award IV Nomination Form

## National Business Education Association Distinguished Service Award

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### *Outstanding Contributions to Business Education by an Administrator or Supervisor of Business Education*

#### **Eligibility**

The nominee must be primarily engaged in the administration or supervision of a business education program. If the nominee has dual responsibilities, **at least 50 percent** of those responsibilities must be in an administrative/supervisory function at the major employing institution. The nominee must be a current member of NBEA and have been a member for a minimum of three (3) years. Nominee must have attended at least three of the last seven NBEA Annual Conventions to be eligible for the award. Must register and be present at the convention to accept award.

#### **Nomination Guidelines (Please Read Carefully)**

1. Nominations must be made by an NBEA member or by the Executive Boards of NBEA-affiliated regional, state, or local associations. The nominator signing the form must be a current NBEA member, or the nominee will be disqualified. The signed nomination form must be forwarded to the nominee for completion. Incomplete nomination packets received at NBEA headquarters will not be considered by the selection committee.
2. Nominations must be on this **2019 nomination form** cover sheet with the **biographical data of nominee** on the accompanying sheet (p. 2). Biographical data may not exceed one page, one side only. **Responses to each criterion on page 3 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. **Seven (7) copies** (collated) of the nomination packet must be submitted to NBEA Headquarters. **All** material (including the nomination form, the biographical data, the criterion responses, and the supporting letters) must be on **pink** paper.
4. **A minimum of two (2) and a maximum of five (5) supporting letters, each limited to one side of one piece of 8 1/2" 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. Letters received at NBEA headquarters separate from the seven nomination packets will **NOT** be considered.
5. **No additional pages or material** should be included with the nomination form other than letters as stated in #4 above.
6. Nominations should be mailed to the NBEA Awards Committee, 1914 Association Drive, Reston, VA 20191-1596.
7. Nomination papers must be postmarked by **December 1.**

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

|                      |                     |       |
|----------------------|---------------------|-------|
|                      | Date                |       |
| _____                |                     |       |
| Full Name of Nominee |                     |       |
| _____                |                     |       |
| Address              |                     |       |
| _____                |                     |       |
| City                 | State               | Zip   |
| _____                | _____               | _____ |
| Present Position     |                     |       |
| _____                |                     |       |
| NBEA Membership No.  | Daytime Phone       |       |
| _____                | _____               |       |
| .....                |                     |       |
| Name of Nominator    | Signature           |       |
| _____                | _____               |       |
| _____                |                     |       |
| Address              |                     |       |
| _____                |                     |       |
| _____                |                     |       |
| Position             | NBEA Membership No. |       |
| _____                | _____               |       |

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|---|
| For Office Use Only:<br>Submitted: _____ Resubmitted: _____ |
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## **Biographical Data of Nominee for Award IV** (*List most recent activities first*)

1. CONVENTION ATTENDANCE. . . [List number of NBEA Annual Conventions and years attended during past seven years.]

2. DEGREES . . . [List degrees, institutions, and years attended.]

3. ADMINISTRATIVE/TEACHING EXPERIENCE . . . [Give years of experience in business education and administration or supervision.]

4. PROFESSIONAL MEMBERSHIPS . . .

5. HONORS AND AWARDS . . .

6. PUBLICATIONS . . .

## Criteria for Award IV

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 administrative and/or supervisory activities—years of experience and evidence of effectiveness in the field should be documented. (Maximum points—50)
2. Participation and offices held in local, state, regional, and national professional associations and other special activities resulting in the improvement of the profession. (Maximum points—20)
3. Development and/or support of education programs that provide unusual opportunities for business education students to benefit from interrelationships with the business community. Evidence of involvement in other programs that display unusual commitment to students and/or teachers through personal or staff contacts, activities, and ongoing support. (Maximum points—15)
4. Demonstration of efforts to inform citizens of the achievements of business education and of the needs of the program's future development; contributions to business education through public persuasiveness and/or support of state or federal legislation designed to advance the purposes of business education. (Maximum points—15)

**NOMINATION PACKAGE must be POSTMARKED by  
December 1, 2018**

**Mail to:  
NBEA AWARDS COMMITTEE  
NBEA  
1914 ASSOCIATION DRIVE  
RESTON VA 20191-1596**