

OUTSTANDING NEW MEMBER AWARD REGULATIONS

(check one level)

Elementary/Middle/Junior

Postsecondary

High School

Senior/College/Collegiate/University

Other _____

PROCEDURES

1. Nominations may be made by any CBEA member.
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 the nomination packet to the CBEA Service Recognition Chair postmarked no later than the deadline date.

*** If a nominee is not selected for the award the first year of nomination, the papers may be considered the next year. Contact the Service Recognition Chair/Co-Chair 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 new member of CBEA.
2. The recipient should be currently teaching business at the level for which he/she is being nominated or involved in business education programs.
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.

WHAT TO SUBMIT

1. The cover sheet –NOMINEE DATA FORM.
2. A maximum of three pages that answer the six criteria areas.
3. Staple the packet in the upper left corner. Do not put documents in a folder or binder.

Mail or email entries to CBEA Service Recognition Chair.

CBEA 2017 Award Nomination form

Nomination Guidelines (Please Read Carefully)

1. Nominations must be made by a CBEA member or by the Executive Board of CBEA. The nominator signing the form must be a current CBEA member, or the nominee will be disqualified. The signed nomination form must be forwarded to the nominee for completion. Incomplete nomination packets received at CBEA headquarters will not be considered by the selection committee.
2. Nominations must be on this 2017 nomination form cover sheet with the biographical data of the nominee on the accompanying sheet (p.2). Biographical data may not exceed one page, one side only. A 10-point or larger font is required.
3. Two one-page, one sided supporting letters may (not required) be included in the nomination packet.
4. Nominations should be emailed as an attachment to bklivingston4199@gmail.com.
5. Nominations must be received by July 1, 2017.

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

CBEA Membership No.

Daytime Phone

Name of Nominator

Signature

Address

Position

CBEA Membership No.

[More]

Biographical Data of Nominee for Award (List most recent activities first)

Nominee: _____ Award: _____

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

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

3. ADMINISTRATIVE/TEACHING EXPERIENCE . . .

4. PROFESSIONAL MEMBERSHIPS . . .

5. HONORS AND AWARDS . . .

6. PUBLICATIONS . . .

[More]

Please describe how you meet the criteria to receive this award (1-page, 1-sided)

Nominee: _____ Award: _____