

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: _____

THE CBEA AWARD FOR OUTSTANDING SERVICE

Nominations due to Awards Committee Chair by July 1, 2017 (email to bklivingston4199@gmail.com)

AWARD

The CBEA Award for Outstanding Service is CBEA's highest professional award. The award is for a person who has served and contributed to CBEA and business education in California through state leadership, service, research, and writing.

NOMINATIONS

The nominee submitted for the CBEA Award for Outstanding Service will be an individual who has served and contributed to CBEA and business education through state leadership, service, research, and writing. State leadership may, but does not necessarily mean service on the State Board of Directors. The individual nominated must not be currently serving as an elected corporate officer.

There shall be no limit to the number of times a person may be nominated or presented the award.

The CBEA Award Nomination form is to be used for each candidate. CBEA Section delegates are to submit nomination forms to the CBEA State Service Recognition Chairman two weeks prior to the Board of Directors meeting in the fall. Each year the State Board of Directors may approve the granting of only one CBEA Award for Outstanding Service.

The nomination will be limited to the form provided. **NO OTHER SUPPORTING MATERIALS MAY BE ATTACHED!**

PRESENTATION

The CBEA President notifies the recipient of the CBEA Award. The Program Chairman of the Annual State Conference must also be notified by the State President.

The CBEA Award is presented at the Annual State Conference by the CBEA President or his appointee.

If the recipient of the award is unable to be present at the conference, a proxy should be selected to receive the award on behalf of the recipient.

CBEA HONORARY STATE LIFE MEMBERSHIP AWARD

DESCRIPTION

An Honorary State Life Membership may be awarded to a retiring or retired individual who has made such a significant contribution to the advancement of business education in California that his/her selection for the state honorary life membership receives the approval of the CBEA Board of Directors. An individual awarded the CBEA Honorary Life Membership receives full membership privileges without payment of DUES. No more than two Honorary State Life Memberships may be awarded in any one membership year.

SELECTION CRITERIA (MINIMUM)

To be considered for approval by the Board of Directors, a person will meet the FIRST and SECOND listed requirements and AT LEAST THREE (3) out of the four (4) remaining criteria:

1. Service to CBEA as a state officer, delegate (2 years), or appointee to the CBEA Board of Directors. Two years of service is a minimum consideration.
2. Current CBEA member (if not retired).
3. CBEA member at least two (2) years immediately prior to retirement.
4. CBEA member minimum of ten (10) consecutive years.
5. Advanced Business Education in California through classroom instruction, writings, speaking, research, or special contributions.
6. Advanced Business Education nationally through writing, speaking, research, or service to national/regional professional associations.

NOMINATION PROCEDURE

Nominations will be made by sections of CBEA. A CBEA Section wishing to nominate an individual for a CBEA Honorary State Life Membership shall submit a properly completed official nomination information form to the Service Recognition Chairman at least TWO WEEKS in advance of the Fall Board of Directors meeting. The nomination will be limited to the form provided. No other support materials may be attached.

The Service Recognition Chairman will verify that the official nomination information form is properly completed and will present the names of the nominees to the members of the CBEA fall Board of Directors for review and action.

PRESENTATION OF AWARD

The Honorary STATE LIFE membership card may be presented at the CBEA Annual State Conference to the recipient. The award is NOT made to a proxy.

The Honorary STATE LIFE MEMBERSHIP CARD may be presented to the State Life Member at the Section meeting by the Section Representative or may be mailed directly to the retiring member by the STATE PRESIDENT OR DESIGNEE.

An Honorary State Life Membership Award certificate, in an appropriate frame, will also be presented to the honorary member.

CBEA OUTSTANDING BUSINESS EDUCATOR

(Elementary/Middle School, High School, Post-Secondary, University)
(One Award at each Level)

DESCRIPTION

Each year no more than four CBEA members may be recognized for outstanding performance in the classroom. One recipient from each level may be recognized. Applicants or their representative(s) should complete the form and submit it to the Service Recognition Chair by the deadline established by the Board of Directors.

Recipients must currently be teaching at the level recognized. The four levels shall be:

- a. Elementary/Middle School—includes junior high school
- b. High School—may be a 3- or 4-year high school
- c. Post-Secondary—includes community colleges, vocational, and adult schools
- d. University—includes all 4-year colleges and universities

This award is to be presented to someone who has done significant work in the classroom in the form of innovative teaching, program development, business education promotion, and/or student organizations. The awards shall be represented by an appropriately worded plaque presented at the State Conference.

SELECTION CRITERIA (MINIMUM)

To be considered for one of these awards, a person must:

- a. Have been a CBEA member for the immediate past three years prior to receiving the award as well as be a current member the year the award is presented.
- b. Be currently teaching at the level for which the award is presented.
- c. Have advanced Business Education in the classroom through classroom instruction, writings, speaking, research, student organizations, or outstanding contributions. 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.

NOMINATION PROCEDURE

Nominations will be made by CBEA sections. Properly completed applications must be submitted to the Service Recognition Chairman at least TWO WEEKS in advance of the Fall Board of Directors meeting. The nomination will be limited to the forms provided. Forms will follow the guidelines of the Western Business Education Association (WBEA) and the National Business Education Association (NBEA) awards.

The Service Recognition Chairman will verify that the official nomination information form is properly completed. The Service Recognition Chairman will present the nominees to the CBEA Board of Directors for review and action.

PRESENTATION OF AWARD

The Outstanding Business Educator awards shall be presented at the CBEA Annual State Conference. A professional plaque with the CBEA seal will be designed and presented to each recipient.

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.