

## NOMINATION FORM

### MISSOURI BUSINESS EDUCATION ASSOCIATION NEW PROFESSIONAL OF THE YEAR AWARD

#### *Outstanding Contributions to Business Education by a New Business Teacher*

**ELIGIBILITY:** The nominee must be a member of MBEA and a full-time business teacher in a comprehensive high school **OR** vocational, technical, and adult education program other than at the college level. Nominees must have taught business education for a minimum of three but not more than five years. Age is not a determining factor. The nominee also should have been involved in some capacity in professional organization activities for at least the past three consecutive years.

#### **NOMINATION GUIDELINES**

1. Nominations may be made by any MBEA member.
2. Nominations must be on the official form attached, becoming page 1 of the Nomination Dossier.
3. A description of the nominee's current position and significant accomplishments for business education (no more than one page in length) should be page 2 of the Nomination Dossier.
4. Supportive Information becomes pages 3-6. Each of the four sections will be no more than one page in length and consist of the following:
  - a. Page 3 - Section A - Professional Memberships and Activities (must include dates of service)
  2. Page 4 - Section B - Professional Contributions (may include presentations and publications)
  3. Page 5 - Section C - Education and Experience Background (to include educational preparation and work experience; should include dates of service for work experience)
  4. Page 6 - Section D - Civic and Community Involvement (to include civic, fraternal and/or honorary memberships and community activities or contributions)
5. Letters of support, limited to a maximum of five, should be pages 7-11 of the Nomination Dossier. **Letters should be one page in length.** These letters should come from the following individuals:
  1. Page 7 – Nominee's immediate supervisor
  2. Page 8 - An administrator
  3. Page 9 - A colleague or former student
  4. Page 10 - A community lay person
  5. Page 11 - Additional letter of choice
6. All materials should be word processed or typewritten in not smaller than 10 pt. type on 8 1/2 x 11 paper. All procedures must be followed for an application to be considered.

Five copies (5) of the nomination packet must be submitted to the MBEA Awards Chair and **postmarked by**

**May 1:**

Barbara Luna  
Gainesville High School  
HCR 3 Box 170  
Gainesville, MO 65655-9524

**FAILURE TO FOLLOW ANY OF THE NOMINATION GUIDELINES WILL  
RESULT IN DISQUALIFICATION OF THE NOMINEE**

For Committee Use Only:

Submitted \_\_\_\_\_

Resubmitted \_\_\_\_\_

**NOMINATION FORM**  
**MISSOURI BUSINESS EDUCATION ASSOCIATION**  
**NEW PROFESSIONAL OF THE YEAR AWARD**

*Outstanding Contributions to Business Education by a  
New Business Teacher*

Date \_\_\_\_\_

**Nomination Form**

Name of Nominee \_\_\_\_\_ School \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Nominee ' s Current Title or Position \_\_\_\_\_ Years Taught \_\_\_\_\_

**Endorsement Form**

Name of Nominator \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_ ZIP \_\_\_\_\_

Signature \_\_\_\_\_ Home Telephone \_\_\_\_\_

Email \_\_\_\_\_