



EXCELLENCE IN EDUCATION AWARD

NOMINATION FORM

The Excellence in Education Award recognizes members of Alpha Delta Kappa for their outstanding contributions to education. To be eligible, the nominee must be an active member in good standing, be actively engaged in the education profession and be under contract in teaching, administration or some specialized field of education. Nominated by a colleague or parent, nominees' adjudication is based on professional dedication, knowledge, skills, professional achievement and success, school/community collaboration, contributions to the educational process and active involvement in Alpha Delta Kappa.

Nominee's Name: _____

Nominee's Address: _____

Phone number _____ E-mail _____

S/P/N/Chapter _____

Attach a one-page narrative describing your association with the nominee and why she is a worthy candidate for this award. **(The narrative shall be limited to one double-sided page. Narratives exceeding the limitation will be disqualified.)** Use 8 ½ inch by 11 inch paper, single spaced, 12 font)

Nominator's Name _____

Nominator's Address _____

Position _____

Phone number _____ E-mail _____

School/District _____

Address _____

Phone number _____ E-mail _____

Nominator's Signature _____

Date _____

Where did you hear about this award? _____

Please return to Alpha Delta International Headquarters, 1615 W 92nd St., Kansas City, MO 64114, postmarked by December 1 (odd year).



ALPHA DELTA KAPPA

EXCELLENCE IN EDUCATION AWARD PROGRAM GUIDELINES

I. PROGRAM

A. Purposes:

The purposes of the program are:

1. Recognition of members for outstanding contributions to education;
2. Promotion of goals and purposes of Alpha Delta Kappa;
3. Increased visibility of Alpha Delta Kappa.
4. An additional benefit of membership with Alpha Delta Kappa.

B. Funding:

1. The Foundation biennially funds the purchase, engraving and shipping of seven plaques/trophies for regional award recipients. The plaques/trophies will be shipped to the appropriate International Vice President in time for her conference.
2. The Foundation biennially funds the purchase, engraving and shipping of one plaque/trophy for the International Award Recipient.
3. The Foundation and Sorority will each biennially allocate \$2,500 to fund one International award of \$5,000.
4. The International Vice Presidents shall budget \$200 for the Regional Excellence in Education recipients to help defray costs of attending International Convention.
5. The funding of the S/P/N award program is the total responsibility of the respective S/P/N.

C. Eligibility:

1. To be eligible, an Alpha Delta Kappa member shall:
 - a. Be a an active member in good standing;
 - b. Be actively engaged in the education profession and be under contract in teaching, administration or some specialized field of education;
 - c. Exhibit exceptional professional dedication, knowledge and skills;
 - d. Be recognized as an outstanding educator by colleagues, parents and students;
 - e. Have made exemplary contributions to education;
 - f. Show evidence of professional achievement and success;
 - g. Demonstrate school/community collaboration; and
 - h. Be nominated by a colleague or parent.
2. International Executive Board Members, International Chapter Members, members of scholarship boards and committees and substantial contributors, as well as relatives of any of the aforementioned groups cannot receive scholarships, grants or other payments under programs adopted by the Alpha Delta Kappa Foundation.

II. GUIDELINES

- A. The International Excellence in Education Award is a biennial award given one time at the International level to an Alpha Delta Kappa member.
- B. The International recipient and her school district/educational institution receive a monetary award of \$5,000 and an engraved plaque/trophy.
 - 1. A Foundation check in the amount of \$2,500 is payable to the recipient's school and mailed directly to the school. The award is to be used for the professional development of the staff.
 - 2. A Sorority check in the amount of \$2,500 and the plaque/trophy are presented to the recipient during the International convention following her selection. The recipient could indicate her use of this fund as she accepts the award.
- C. Each S/P/N recipient is strongly encouraged to attend, at her own expense, her S/P/N convention, where the recipient will be announced and presented with her award. Each S/P/N shall determine the manner in which the award shall be presented.
- D. Each Regional recipient is strongly encouraged to attend, at her own expense, her Regional conference, where each S/P/N recipient will receive an Excellence in Education Award pin and the Regional recipient will be announced and presented with a plaque and a check for \$200 to help defray her cost of attending the International Convention.
- E. Each Regional recipient is expected to attend, at her own expense, the International Convention where the International recipient will be announced and presented with her award. She is encouraged to apply to present during the Educational Symposium at the International Convention and to write a brief article about herself and her work and provide a photo for the December even year KAPPAN.
- F. The printing of the information sheet and/or the nomination form will be done at Headquarters. Information concerning the Excellence in Education Award shall be placed on the International Web Site and shall be sent in the S/P/N and chapter president supply packets in August of odd-numbered years. Deadlines will be published in June, August, October and December **Columns** in odd-numbered years.
- G. Regional recipients will be announced in the August **Columns** in even-numbered years.
- H. Summaries of the seven regional recipients will be published in the December **KAPPAN** in even-numbered years.
- I. An optional brief article and photo written by each Regional recipient will be published in the December KAPPAN in even-numbered years.
- J. The International recipient will be announced in the August **Columns** in odd-numbered years.

- K. An optional article and photo written by the International recipient will be published in the December KAPPAN in odd-numbered years.
- L. An optional photo of the International recipient with her students will be published in May of even-numbered years on the cover of the KAPPAN. (Alpha Delta Kappa must have signed permission from a parent/guardian to publish photos of minors.)

III. NOMINATION AND ADJUDICATION PROCESS

A. S/P/N Nomination Process

1. The nominating colleague shall request information and a nomination form from the chapter president, S/P/N president or S/P/N Excellence in Education Award Committee chairman, the Web Site or from International Headquarters.
2. Completed nomination forms shall be mailed to International Headquarters for forwarding to the appropriate S/P/N chairman.
3. Nomination forms postmarked after December 1 of odd-numbered years shall not be considered.
4. The S/P/N chairman shall send the nominee a standardized letter requesting her to submit:
 - (a) vita,
 - (b) personal statement outlining her most noteworthy professional accomplishments, and
 - (c) letters of reference from two professional colleagues.

The nominee shall send her completed nomination packet to the S/P/N chairman no later than February 1 of the even-numbered year. Use of acronyms should be avoided unless these have been clearly defined and explained in an earlier part of the writing.

B. S/P/N Adjudication Process

1. The Chairman shall acknowledge receipt of all nomination packets.
2. Between February 15 and March 1 of even-numbered years, the Excellence in Education Award Committee, acting as a panel of judges, shall review and evaluate all nomination packets and select one recipient. The chairman shall keep all nomination packets except the S/P/N recipient.
3. The S/P/N chairman shall mail the recipient's nomination packet and all adjudication forms to Headquarters via "U.S. Certified Mail or Province/Nation equivalent" by March 15 of even-numbered years. All other nomination packets will be kept by the chairman and destroyed following the International convention.
4. Headquarters shall notify the S/P/N recipient, International President, Chairman of the International Executive Board, International Vice Presidents, International Excellence in Education Award chairman, and the recipient's S/P/N and chapter presidents by March 30 of even-numbered years.
5. Headquarters shall mail by April 1 of even-numbered years via "U.S. Certified Mail or Province/Nation equivalent" the S/P/N recipients' packets to the appropriate regional chairmen. The Regional Scholarship Programs rotation schedule will be used.
6. S/P/N recipients will be strongly encouraged to attend their S/P/N Conventions.

C. Regional Adjudication Process

1. Regions will exchange applications for the purpose of adjudication following the Regional Scholarship Programs rotation schedule.
2. Between April 1 and May 1 of even-numbered years, the Excellence in Education Award Committee, acting as a panel of judges, shall review and evaluate each S/P/N recipient's nomination packet and select one regional recipient.
3. The regional chairman shall mail to Headquarters via "U.S. Certified Mail or Province/Nation equivalent" the regional recipient packet by May 1 of even-numbered years. All other nomination packets shall be kept by the chairman and destroyed following the International convention.
4. The regional chairman shall mail to all non-recipients the standardized letter provided. The date the letter is to be mailed will be determined by Headquarters and will correspond with the last scheduled S/P/N Convention in that region.
5. Headquarters shall notify the regional recipients, International President, Chairman of the International Executive Board, International Vice Presidents, International Excellence in Education chairman, Educational Symposium Chairman, and recipient's S/P/N and chapter presidents following the last scheduled S/P/N convention in that region.
6. The regional recipients' nomination packets for the International award shall be sent by Headquarters staff via "U.S. Certified Mail or Province/Nation equivalent" to the International Excellence in Education Award chairman no later than August 1 of even-numbered years.
7. Regional recipients will be strongly encouraged to attend their Regional conferences.

D. International Adjudication Process

1. Between August 15 and December 30 of even-numbered years, the Excellence in Education Award Committee, acting as a panel of judges, shall review and evaluate all regional nomination packets and select one recipient.
2. The International Excellence in Education Award Committee chairman shall mail to Headquarters via "U.S. Certified Mail or Province/Nation equivalent" the name of the International recipient and all International nomination packets by January 15 of odd-numbered years.
3. Headquarters shall send all Regional recipients a standardized letter strongly encouraging them to attend the International Convention and present at the Educational Symposium.
4. Public announcement of the International recipient shall be made at the International Convention where she receives her monetary award and plaque.
5. Following the International Convention, Headquarters shall notify the International recipient's S/P/N and Chapter presidents and send the monetary award to her school.

IV. PROGRAM COMMITTEES

- A. The International chairman is appointed by the International President-Elect in the spring prior to her installation.
- B. The International chairman, by July 1 of odd-numbered years, appoints three members and one non-member from the educational community, who lives in her immediate area, to serve as members of the International Excellence in Education Award Committee, and immediately forwards the committee members' names to International Headquarters.

- C. The International Vice President appoints the regional chairman and notifies International Headquarters by September 1 of odd-numbered years.
- D. The S/P/N president appoints the S/P/N chairman and notifies International Headquarters by September 1 of the odd year.
- E. Each S/P/N chairman and regional chairman shall, by October 15 of odd-numbered years, appoint three members and one non-member from the educational community who live in her immediate area to serve as members of the committee, and immediately forward the committee members' names to International Headquarters. (Deadline: October 15)
- F. The term of office for the chairmen and the members shall be the biennium concluding with the International convention.
- G. Committee members shall not be serving on chapter, S/P/N, regional or International scholarship or grant committees or be involved in any way with other Alpha Delta Kappa scholarship or grant programs.