

GULF COAST CAREER AND TECHNOLOGY ASSOCIATION

BY-LAWS

- I.** The name of the organization shall be Gulf Coast Career and Technology Association hereinafter referred to as the G.C.C.T.A.
- II.** The purpose of G.C.C.T.A. are
 - A.** To provide a vehicle for information-exchange among career and technology personnel in the Gulf Coast Area.
 - B.** To represent career and technology education in the Gulf Coast area in making recommendations to the Texas Education Agency, State Legislature and other administrative and legislative bodies.
 - C.** To establish a communications terminal for exchange of pertinent information between local districts and state agencies.
 - D.** To encourage a degree of standardization of procedures for the solution of common problems and accomplishments of common tasks among the members.
- III.** The members of G.C.C.T.A. shall consist of those interested in the welfare of Career and Technology on or near the upper Texas Gulf Coast. All persons occupying the positions of Director of Career and Technology or Career and Technology supervisor are eligible for membership, as are others who may have an interest in career and technology education.
- IV.** Dues of \$10.00 per fiscal year per member shall finance G.C.C.T.A.. The fiscal year shall be July 1 through June 30.
- V.** The officers shall be elected at the May meeting and take office July 1. The officers shall consist of the President, President-elect, Secretary, and Treasurer.
- VI.** G.C.C.T.A. shall meet regularly on the first Friday of each month except June, July and August, and at any other time designated by the President.
- VII.** These By-Laws may be amended at any regular meeting by a majority vote of those members present.
- VIII.** Representation to the State Board of Directors will be nominated and elected at the May meeting by the membership, as specified in the state by-laws.

Adopted 5/5/85
Revised 10/08/2004

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**GULF COAST CAREER AND TECHNOLOGY
ADMINISTRATORS ASSOCIATION**

PROCEDURES MANUAL

2001 - 2002

FOREWORD

This publication was prepared in an effort to assist officers and members of Gulf Coast Career and Technology Administrator's Association (GCCTAA) in conducting the business of the association in a timely and efficient manner.

Prepared and presented by Jo Priddy to Gulf Coast Vocational Administrators and Supervisors Association
May 1983

Adopted May 1983
Updated September 1989
Updated January 1990
Revised January 2001

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HISTORY

The Gulf Coast was the first area in Texas to form an association. It was called the Gulf Coast Vocational Administrative Association. This was prior to the formation of the State Association.

On February 16, 1971, a group of vocational personnel met to discuss the proposed formation of an organization to represent vocational education administration in Houston and its surrounding area. The decision to form such an organization was made on a voice vote. Ed Buie was nominated as chairman and elected by acclamation. Tom Neiderhofer was nominated and elected by acclamation as secretary-treasurer. A copy of the minutes of this meeting is located in the History Section.

The original name and By-laws were adopted at the next meeting on March 10, 1971. A copy of the minutes of this meeting is located in the History Section. A copy of the original By-laws is located in the By-laws Section.

When the Texas Vocational Administrators and Supervisors Association was formed in 1974, the Gulf Coast Association on August 15, 1974, elected J.B. Whitely to a one-year term and Ed Buie to a two-year term on the Board of Directors. Subsequent directors are listed in the Board of Directors Section. Due to travel distance to attend meetings in Area VI, it was decided in 1975, to have an Area VI East and Area VI West. Since that time, there has been one director elected from each to serve on the Board of Directors.

Officers are recorded in the Officers Section.

The name of the Association was changed to Gulf Coast Vocational Ancillary Association in April 1978. The Association year was changed to correspond with the State Association in October 1979. Revisions to the By-laws were made in April 1978, February 1979, and October 1979. Copies are in the By-laws Section.

The first program of Work was adopted in 1980.

The Outstanding Member Award was adopted in 1980. A copy of the requirements for selection is located in the Awards Section. A listing of recipients of the award is also located in the Awards Section.

On November 14, 1984, the name was again changed to Gulf Coast Vocational Administrators and Supervisors Association to align with the name of the state association.

The name of the state association was changed in 1994 to Career and Technology Administrators of Texas. The name of the Gulf Coast Association was changed in 1994 to Gulf Coast Career and Technology Administrators Association.

OFFICIAL MINUTES OF ORGANIZATIONAL MEETING

On Tuesday, February 16, 1971, at 11:30 A.M. a meeting was held at the Holiday Inn east with the following people present:

Jerry D. Keeble, Vocational Director, Aldine I.S.D.
Ed Buie, Vocational Director, Galena Park I.S.D.
Tom Niederhofer, Vocational Counselor, Galena Park I.S.D.
L.P. Card, Vocational Director, Pasadena I.S.D.
Joe E. Hoot, Vocational Supervisor, Pasadena I.S.D.
Norman Malone, District Evening School Supervisor, Pasadena I.S.D.
Leo F. Neager, Vocational Counselor, Channelview ISD and Crosby I.S.D.
Paul Renner, Vocational Counselor, Northeast Houston I.S.D.
Ed Hickey, Vocational Director, Klein I.S.D.
Forest Arnold, Vocational Director, Cypress-Fairbanks I.S.D.
John W. Pullen, Vocational Director, Spring Branch I.S.D.
Leslie M. Couch, Vocational Director, Goose Creek I.S.D.
M. F. Harmon, Vocational Counselor, Goose Creek I.S.D.
Dean Cheery, Vocational Counselor, Pasadena I.S.D.
J. B. Whiteley, Assistant Superintendent for Vocational & Continuing
Education, Houston I.S.D.
Joseph Tapal, Director of Vocational Industrial Education, Houston I.S.D.
Gene Thompson, Supervisor of CVAE, Houston I.S.D.

Following lunch, a business session was held, with Ed Buie acting as Chairman. The business under discussion was the proposed formation of an organization to represent vocational education administration in Houston and its surrounding area. The decision to form such an organization was made on a voice vote. Ed Buie was nominated as chairman and elected by acclamation. Tom Niederhofer was nominated and elected by acclamation as secretary-treasurer.

A motion was passed to assess each person present \$2.00 to cover initial organization costs, and \$34.00 was thereby collected by the secretary-treasurer.

The chairman appointed a committee, headed by Dean Cherry, to present a proposed name and constitution for the organization. Several possible names were discussed, but a decision on a name was deferred pending the committee's report.

A motion to invite Mr. John Guemple of the Texas Education Agency to speak at the next meeting was passed. It was stipulated that the chairman would write Mr. Guemple asking him to come and to bring the T.E.A.'s proposed budgets for vocational education for the 1971-72 school year.

The decision was made to make all vocational directors, supervisors, and counselors in Area III eligible for membership in the organization.

The next meeting was set for Wednesday, March 10, 1971 at 11:30 at the Holiday Inn East on I-10.

OFFICIAL MINUTES

The regular meeting of the Gulf Coast Vocational Administrative Association convened at 11:30 A.M., Wednesday, March 10, 1971 at the Holiday Inn East. The following people were present: Leo F. Naeger, Joseph J. Tapal, Leslie M. Couch, Norma Malone, Joe Hoot, L.P. Card, Gene Thompson, Ben Day, Paul Renner, M.F. Harmon, Jerry Keeble, Tom Niederhofer, Dean Cherry, and Ed Buie.

The President, Ed Buie, announced that Mr. John Guemple was unable to attend this meeting and that Joe Neeley of the Texas Education Agency had been contacted and had accepted his invitation to attend the next meeting (set for April 14) and would speak on the 1971-72 budget for Vocational Education.

Following a report by Dean Cherry, chairman of the Name Committee, the name "Gulf Coast Vocational Administrative Association" was adopted unanimously as the title of this organization.

A motion to have letterheads and envelopes printed was passed. It was stipulated that all stationary include the names of the Organization's officers, and that Ed Buie's office address be used as the mailing address for the G.C.V.A.A.

Following a discussion of areas in vocational administration that might need improvement, a motion that the G.C.V.A.A. express its opposition to the proposed freeze on funds for new vocational programs by writing letters to that effect to each of the state legislators from Harris County. It was also decided to write another letter expressing support for an increase in the travel allowance to 12 cents a mile for automobile travel, \$25.00 per day in-state per diem and \$1000.00 total travel per unit year.

The secretary-treasurer reported a balance of \$30.00. Expenditures have been \$6.00 for postage. An additional \$4.00 was collected from two members who had not attended the last meeting.

The next meeting will be April 14, 1971, at the Holiday Inn East at 11:30 A.M.

GULF COAST CAREER AND TECHNOLOGY ADMINISTRATORS ASSOCIATION

BY-LAWS

- I. The name of the organization shall be Gulf Coast Career and Technology Administrators Association hereinafter referred to as the G.C.C.T.A.A.
- II. The purposes of G.C.C.T.A.A. are
 - A. To provide a vehicle for information-exchange among career and technology administrative personnel in the Gulf Coast Area.
 - B. To represent career and technology educators of the Gulf Coast Area in making recommendations to the Texas Education Agency, State Legislature and other administrative and legislative bodies.
 - C. To establish a communications terminal for exchange of pertinent information between local districts and state agencies.
 - D. To encourage a degree of standardization of procedures for the solution of common problems and accomplishments of common tasks among the members.
- III. The members of G.C.C.T.A.A. shall consist of career and technology administrative personnel employed on or near the upper Texas Gulf Coast. All persons occupying the positions of Director of Career and Technology or Career and Technology Supervisor are eligible for membership, as are others who may have an interest in career and technology education.
- IV. G.C.C.T.A.A. shall be financed by dues of \$10.00 per fiscal year per member. The fiscal year shall be July 1 through June 30.
- V. The officers shall be elected at the May meeting and take office July 1. The officers shall consist of the President, President-Elect, Secretary, and Treasurer.
- VI. G.C.C.T.A.A. shall meet regularly on the second Thursday of each month except June, July and August, and at any other time designated by the President.
- VII. These By-Laws may be amended at any regular meeting by a majority vote of those members present.

Adopted May 15, 1985

Revised 1994

Revised September 14, 2000

**GULF COAST VOCATIONAL ADMINISTRATORS AND
SUPERVISORS ASSOCIATION**

BY-LAWS

- I. The name of the organization shall be "Gulf Coast Vocational Administrators and Supervisors Association," hereinafter referred to the "G.C.V.A.S.A."
- II. The purposes of G.C.V.A.S.A. are
 - A. To provide a vehicle for information-exchange among vocational administrative personnel in the Gulf Coast Area.
 - B. To represent vocational educators of the Gulf Coast Area in making recommendations to the Texas Education Agency, State Legislature and other administrative and legislative bodies.
 - C. To establish a communications terminal for exchange of pertinent information between local districts and state agencies.
 - D. To encourage a degree of standardization of procedures for the solution of common problems and accomplishments of common tasks among the members.
- III. The members of G.C.V.A.S.A. shall consist of vocational administrative personnel employed on or near the upper Texas Gulf Coast. All persons occupying the positions of Vocational Administrator or Vocational Supervisor are eligible for membership, as are others who meet the above mentioned criterion or whose duties require that they spend at least 75% of their employment time administering vocational education programs.
- IV. G.C.V.A.S.A. shall be financed by dues of \$6.00 per fiscal year per member. The fiscal year shall be July 1 through June 30.
- V. The officers shall be elected at the May meeting and shall take office July 1. The officers shall consist of the President, President-Elect, Secretary and Treasurer.
- VI. G.C.V.A.S.A. shall meet regularly on the second Thursday of each month except June and July, and at any other time designated by the President.
- VII. These By-Laws may be amended at any regular meeting by a majority vote of those members present.

Adopted May 15, 1985

GULF COAST VOCATIONAL ANCILLARY ASSOCIATION

BY-LAWS

- I. The name of the organization shall be "Gulf Coast Vocational Ancillary Association" hereinafter referred to as "G.C.V.A.A."
- II. The purposes of G.C.V.A.A. are
 - A. To provide a vehicle for information-exchange among ancillary vocational education personnel in the Gulf Coast Area.
 - B. To represent vocational educators of the Gulf Coast Area in making recommendations to the Texas Education Agency, State Legislature and other administrative and legislative bodies.
 - C. To establish a communications terminal for exchange of pertinent information between local districts and state agencies.
 - D. To encourage a degree of standardization of procedures for the solution of common problems and accomplishments of common tasks among the members.
- III. The members of G.C.V.A.A. shall consist of ancillary vocational education personnel employed on or near the Texas Gulf Coast. All persons occupying the positions of Vocational Administrator, Vocational Supervisor, or Vocational Counselor are eligible for membership, as are others who meet the above mentioned criterion or whose duties require that they spend at least 75% of their employment time administering vocational education programs.
- IV. G.C.V.A.A. shall be financed by dues of \$6.00 per fiscal year per member. The fiscal year shall begin upon the date of the January meeting and end one day before that date.
- V. The officers shall be elected at the January meeting and shall take office upon the conclusion of that meeting. The officers shall consist of the President, Vice-President and Secretary-Treasurer.
- VI. G.C.V.A.A. shall meet regularly on the third Wednesday of each month except June and July, and at any other time designated by the President.
- VII. These By-Laws may be amended at any regular meeting by a majority vote of those members present.

Adopted at the February 21, 1979 meeting

GULF COAST VOCATIONAL ADMINISTRATIVE ASSOCIATION

BY-LAWS

- I. The name of the organization shall be "The Gulf Coast Vocational Administrative Association" hereinafter referred to as the "G.C.V.A.A."
- II. The purposes of the G.C.V.A.A. are
 - A. To provide a vehicle for information exchange among ancillary vocational education personnel in the Gulf Coast Area.
 - B. To represent vocational educators of the Gulf Coast Area in making recommendations to the Texas Education Agency, State Legislature and other administrative and legislative bodies.
 - C. To establish a communications terminal for exchange of pertinent information between local districts and state agencies.
 - D. To encourage a degree of standardization of procedures for the solution of common problems and accomplishment of common tasks among the members.
- III. The members of G.C.V.A.A. shall consist of ancillary vocational education personnel employed on or near the upper Texas Gulf Coast. All persons occupying the positions of Vocational Director, Vocational Supervisor, and Vocational Counselor are eligible for membership, as are other who meet the above mentioned criterion and whose duties require that they spend at least 75% of their employment time administering vocational education programs at the secondary school level.
- IV. G.C.V.A.A. shall be financed by dues of \$2.00 per fiscal year per member. The fiscal year shall begin upon the date of the January meeting and end one day before that date.
- V. The officers shall be elected at the January meeting and shall take office upon conclusion of that meeting. The officers shall consist of the President and Secretary-Treasurer.
- VI. G.C.V.A.A. shall meet regularly on the second Wednesday of each month except June and July, and at any other time designated by the President.
- VII. These By-Laws may be amended at any regular meeting by a simple majority vote by those members present.

Adopted March 1971

CALENDAR AND PROCEDURES

The Gulf Coast Career and Technology Administrators Association (GCCTAA) is composed of career and technology directors, supervisors, and others who may have an interest in career and technology education. The Association is affiliated with the Career and Technology Administrators of Texas.

September	<p>First meeting of the year with new president presiding. President may appoint Parliamentarian. Collect dues. President appoints committees: Nominating Membership (President-elect is chair) Legislative Awards (Chair should serve on CTAT awards committee) Program of Work (Other committees appointed as needed)</p>
March	<p>Distribute nomination forms for CTAT community awards. See procedures under awards.</p>
April	<p>Discussion and determination of Area VI nominee for CTAT community awards and Administrator of the Year award. See forms and procedures under awards.</p> <p>Nominations due to GCCTAA awards committee for Gulf Coast Outstanding Member award. See forms and procedures under awards.</p> <p>Report of Nominating Committee of slate of officers for the next year</p>
May	<p>Report of Nominating Committee with slate of officers and election of GCCTAA officers.</p> <p>President advises CTAT awards chairperson of the names of the Area VI recipients for the CTAT Community and Administrator of the Year awards.</p> <p>President advises CTAT president of Area VI officers and any new directors to the CTAT board.</p> <p>Recognition of GCCTAA Administrator of the Year.</p> <p>Recognition of retiring members of GCCTAA and outgoing directors to CTAT, when applicable. See procedures under Awards.</p> <p>Awards chairperson sends to CTAT awards chairperson the names of persons to receive service awards for 5, 10, 15, 20, 25, 30, etc. years of service</p>
May-August	<p>GCCTAA in-coming and out-going officer workshop with selected other members.</p>

DUTIES OF OFFICERS

President

1. Preside over all meetings of the association
2. Direct all correspondence
3. Serve as ex-officio member of all appointed committees
4. Appoint all committees and see that they are functioning
5. Appoint parliamentarian (if so desire)
6. Call meetings and reserve meeting room
7. Send out notices of meetings with prepared agenda
8. Reserve monthly meeting location
9. Distribute minutes to members absent from meeting at which they were approved.
10. Set up special officer workshop with incoming, outgoing, and selected past officers prior to first official meeting
11. Advise CTAT awards chairperson of the names of Area VI recipients for Community and Administrator of the Year awards
12. Assist Area VI representative at CTAT membership table at Conferences
13. Present Dedicated Service Award (to outgoing CTAT directors)
14. Advise CTAT president of person (GCCTAA president-elect) to serve from Area VI as Area VI representative on CTAT membership committee
15. Advise CTAT president of Area VI officers, directors to CTAT board and proposed CTAT committee members

President-elect

1. Perform the duties of the president in the absence or disability of the president
2. Serve as membership chairperson and encourage payment of dues
3. Serve as Area VI representative on CTAT membership committee
4. Maintain updates to association procedures manual
5. Distribute procedures manual to members
6. Other duties as prescribed by the president
7. Present outgoing president's plaque

Secretary

1. Keep complete and accurate minutes of all meetings and publish same
2. Assist Area VI representative at CTAT membership table at conferences
3. Email minutes, after approval, to president for distribution to members absent from meetings.

Treasurer

1. Maintain custody of all association funds
2. Maintain full and accurate accounts of all receipts and disbursements
3. Deposit all monies in the name of the association in such depositories as may be designated by the association
4. Write all checks and reconcile bank statements
5. Prepare financial statements for all association meetings
6. Maintain and publish membership directory
7. Provide sign-in sheet of members at each meeting

DUTIES OF COMMITTEES

Awards

1. Inform the membership of the local, state, and regional award opportunities of the association
2. Order appropriate plaques or other suitable or prescribed items for each local award category (administrator of the year, outstanding service, honor, appreciation, and dedicated service)
3. Distribute nomination forms for awards when applicable
4. Select the local Outstanding Member Award
5. Solicit information from membership on retirees
6. Chairman of committee serves on CTAT awards committee

Legislative

1. Solicit legislative concerns from area members
2. Submit legislative concerns to CTAT legislative committee
3. Encourage area members to work actively with legislators on career and technology issues
4. Inform membership of legislative issues and concerns

Membership (President-elect serves as chairperson)

1. Work to encourage prospective members to join Gulf Coast Career and Technology Administrators Association
2. Promote membership in CTAT

Nominating

1. Select prospective officers
2. Recommend officer slate to membership

Program

1. Solicit input from membership on program preferences
2. Plan programs for monthly membership meetings
3. Communicate program information to president for inclusion in meeting reminders and agendas

ORDER OF BUSINESS

Call to Order
Invocation
Minutes
Treasurer's Report
Directors' Reports
Old Business
New Business
Other
Adjournment

Begin promptly at 11:30 A.M. and close promptly at 1:00 P.M. Minutes should be published and not read at meetings. Corrections to minutes should be called for and then approved as published or corrected.

BUDGET

Dues by members of the association normally are used for the following:

1. Expenses for legislative committee, if needed
2. Plaques, etc. for awards
3. Phone calls
4. Postage
5. Guest lunches
5. Travel expenses for GCCTAA Community Award recipients to the Statewide Summer Conference, as needed

OFFICERS

DATE	PRESIDENT	VICE-PRESIDENT	SECRETARY / TREASURER
1971	Ed Buie		Tom Neiderhofer
1972	Toley Hart		Paul Renner
1973	John Pullen		Robert Alves
1974	J.B. Whiteley		Billy McLendon
1975	Tex Tyler		Helen Powers
1976	Joe Hoot		Karl Kruse
1977	Marvin Finto	Clarence Olson	Bernice Schmidt
1978	Clarence Olson	Norman Malone	C. Johnson
1979	Jo Priddy	Lott Brooks	Peggy Hanks
1980(1/2)	Jo Priddy	Lott Brooks	Peggy Hanks
80-81	Bill Vaughn	John Cox	Sue Edwards/Carol Kerns
81-82	Lott Brooks	John Cox	Wade Hudson
82-83	T.L. Bay	Joyce Hagerman	Marjorie Sanders
83-84	Stanley Warren	Marjorie Sanders	Diane Jackson

Date	President	President-Elect	Secretary	Treasurer
84-85	Diane Jackson	Ken Abendroth	Carolyn Ramsey	Tom Schaefer
85-86	Ken Abendroth	Floyd Hechler	Barbara Pevoto	Tom Schaefer
86-87	Floyd Hechler	Toley Hart	Don Westbrook	BarbaraPevoto
87-88	Toley Hart	Allen Hall	Anne Burns	Steve Johnson
88-89	Allen Hall	Steve Johnson	Anne Baugh	Howard Fitzhugh
89-90	Steve Johnson	Barbara Pevoto	Marge Sanders	Howard Fitzhugh
90-91	Howard Fitzhugh	Robert Singletary	Don Westbrook	Linda Russell
91-92	Robert Singletary	John Key		Linda Russell
92-93	John Key	Russell Sheffield	Tom Schaeffer	Linda Russell
93-94	Russell Sheffield	Tom Schaeffer	Mickey Olendorf	Ken Emery
94-95	Tom Schaeffer	Gene Dusek	Mickey Olendorf	Ken Emery
95-96	Gene Dusek	Ken Emery	Mickey Olendorf	Janelle Watson
96-97	Ken Emery	Linda Russell	Sarah Wrobleski	JanelleWatson
97-98	Linda Russell	Sarah Wrobleski	Thomas Wagener	JanelleWatson
98-99	Sarah Wrobleski	Thomas Wagener	Charla Merrel	Leland Wilhelm
99-00	Thomas Wagener	Charla Merrel	Nancy Mallini	Leland Wilhelm
00-01	Charla Merrel	Robert Thomas	Nancy Mallini	J.C. Evans
01-02	Robert Thomas	Nancy Mallini	Patricia Brewer	J.C. Evans

GULF COAST CTAT DIRECTORS

YEARS	DIRECTOR	TERMS
1974	J.B. Whiteley	One, one-year term
1974-79	Ed Buie	Three, two-year terms
1979-83	Allen Hall	Two, two-year terms
1983-89	Jo Priddy	Three, two-year terms
1989-92	Steve Johnson	One, one-year term
1992-97	Linda Russell (CTAT President 95-96)	
1993-97	Franklin Higgins (CTAT President 96-97)	
1993-95	Janelle Watson	
1995-97	Mickey Olendorf (CTAT President 97-98)	
1997-99	Ken Emery	
1997-99	Thomas Schaeffer	
1999-	Charla Merrel	
2000-	Mickey Olendorf	
2000-	Robert Thomas	
2000-	Sarah Wroblewski	
2000-	Thomas "Bodie" Wagener	

DUTIES OF DIRECTOR

1. Represent Area VI on CTAT Board of Directors
2. Report to Area VI as necessary
3. Assist Area VI representative at CTAT membership table at summer conference
4. Stay informed on all local, state, and national levels
5. Other duties as directed by Area VI
6. Attend CTAT Board meetings

LOCAL AWARDS PROGRAM
GULF COAST CAREER AND TECHNOLOGY ADMINISTRATORS ASSOCIATION

The Gulf Coast Career and Technology Administrators Association presents five types of local awards, as follows:

1. Outstanding Service Award
2. Honor Award – Retiring Members
3. Administrator of the Year Award for CTAT state competition
4. Appreciation Award – Retiring President
5. Dedicated Service Award – Retiring Director to CTAT Board

Guidelines for the awards are published on separate pages.

The awards committee is responsible for selecting appropriate plaques or other suitable or prescribed items for each award category.

All of the above awards are presented during the regular May meeting.

**OUTSTANDING SERVICE AWARD RECEIPIENTS
GULF COAST VOCATIONAL ADMINISTRATORS AND SUPERVISORS
ASSOCIATION**

1980	Ed Buie
1980-81	Jo Priddy and Norman Malone
1981-82	Allen Hall
1982-83	Ken Abendroth
1983-84	Leslie Couch
1984-85	Hayden McDaniel
1985-86	Joyce Hagerman
1986-87	Diane Jackson
1987-88	Lott Brooks
1988-89	Allen Hall
1989-90	
1990-91	Steve Johnson
1991-92	Steve Johnson
1992-93	Allen Hall
1993-94	Thomas Schaeffer
1994-2000	No award given
2000-2001	Mickey Ohlendorf

GUIDELINES FOR OUTSTANDING SERVICE AWARD
GULF COAST CAREER AND TECHNOLOGY ADMINISTRATORS ASSOCIATION

1. There will be one award presented annually to honor an active member of the Gulf Coast Career and Technology Administrators Association for outstanding contributions to vocational education through GCCTAA for the current school year.
2. This award shall be named the "Outstanding Service Award" and shall be presented at the regular May meeting.
3. Each nominee must be an active dues paying member during the current year of the award.
4. The nominee must be nominated by a dues paying member using the official nomination form.
5. Nominations must be hand delivered to the chairperson or a member of the award selection committee no later than the close of the regular April meeting.
6. Previous recipients of the award are not available for consideration within a five-year period.
7. Members of the award selection committee may not place names in nomination.
8. The final selection shall be made by the awards committee.
9. The award selection committee will be responsible for obtaining the appropriate plaque.

**NOMINATION FORM FOR OUTSTANDING SERVICE AWARD
GULF COAST CAREER AND TECHNOLOGY ADMINISTRATORS ASSOCIATION**

Name: _____ Telephone No. _____

Address: _____ City/State: _____ Zip: _____

School District: _____ Position: _____

Statement of why the individual should be honored for outstanding service in the field of vocational education through the Gulf Coast Career and Technology Administrator Association. Include outstanding contributions made at the local, state, and national levels:

Signature of person nominating: _____

Date submitted: _____

GUIDELINES FOR HONOR AWARD
GULF COAST CAREER AND TECHNOLOGY ADMINISTRATORS ASSOCIATION

Awards will be presented annually to honor retiring members at the regular May meeting. Criteria for selection of the retiring honorees are as follows:

1. The retiring member must have been a dues paying member of the Gulf Coast Association for a minimum of five years.
2. The retiring member must be employed as a career and technology administrator or supervisor at the time of retirement.

The awards committee will select the token of appreciation to be presented to the retiring honorees.

**STATE AWARDS PARTICIPATION
BY GULF COAST CAREER AND TECHNOLOGY ADMINISTRATORS ASSOCIATION**

The Gulf Coast Career and Technology Administrators Association participates in the three types of state awards each year, as follows:

1. CTAT Service Awards
 - a. Each area may submit the names of all its members who have completed 5, 10, 15, 20, 25, 30 yrs. Etc. continuous service with CTAT.
 - b. Each area may submit the names of all persons retiring at the end of the current school year
2. CTAT Community Awards
 - a. Each area may submit two (2) nominees each year as recipients of the CTAT community awards
 - b. Nomination forms must be received by the CTAT awards chairperson by May 1.
3. Texas Career and Technology Administrator of the Year Award
 - a. Each area may nominate an eligible person from their area
 - b. Nomination forms must be received by the CTAT awards chairperson by May 1.

Guidelines for awards are published on separate pages. The Gulf Coast Association awards committee is responsible only for the distribution of materials concerning these awards.

**CAREER AND TECHNOLOGY
ADMINISTRATORS OF TEXAS**

Service Awards for 20__ - 20__

Please sign below if you will be retiring this year. **PRINT PLEASE**

Name

School District

_____	_____
_____	_____
_____	_____

Sign below if you have completed any of the following for this current school year:
5, 10, 15, 20, 25, 30 years of continuous service with CTAT

PRINT PLEASE

Name

School District

of years of membership

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

GULF COAST (AREA VI) RECIPIENTS OF STATE APPRECIATION AND COMMUNITY AWARDS

The State Association was organized in 1974 with the first awards given during the 1975-76 school year, but not by areas. Only five awards were given the first year. During the 1976-77 school year the awards were given in the same manner with six awards presented. Awards these two years from Area VI were:

1975-76	Joe Hubenak	
1976-77	Joe Kelly Butler	Sen. Chet Brooks

TVASA Appreciation Awards

1977-78	William H. Fetter	John W. Pullen
1978-79	Joseph J. Tapal	Wayne Frederick
1979-80	Chet Brooks	William Kemp
1980-81	Anthony L. Polumbo	William H. Fetter
1981-82	Wayne Peveto	Wayne Frederick
1982-83	Ed Watson	Lindon Williams
1983-84	Mary Ann Leveridge	Theo Stone
1984-85	Leslie Couch	Rep. Jerry Clark
1985-86	Benton Brockett	Ed Buie
1986-87	Sen. Carl Parker	William R. Wood
1987-88	Rev. L. M. Jeane	Carolyn Spillane
1988-89	Dr. Bill Haglund	Dr. Michael W. Say
1989-90	Robert Cummings	
1990-91	Art Aamoth	Judy Perkins
1991-92	Dan Talley	Dr. Robert Gordon Smith
1992-93	Dr. Zach Hodges	
1993-94	J. B. Whitely	Alex Vana

CTAT Community Awards

1994-95	David S. Conway	James J. Ganger
1995-96	Trudy Finke	Debbie Brown
1996-97	Dr. Louis Christensen	Charles Shaffer
1997-98	Glenda Dawson	Chatt Smith
1998-99	Mark Yardis	Terri DeMontrond
1999-00	Steve Ames	
2000-01	John Gambino	Associated Credit Union, Pearland, Tx

GUIDELINES FOR COMMUNITY AWARDS

Who is eligible?

The nominees may be a school board member, a superintendent, a member of congress, a local advisory board member, etc., NOT a Career and Technology administrator.

Each area may nominate no more than two persons.

Procedure

A congratulatory letter will be sent in May to each nominee advising them of the date and time of the recognition program.

It is the responsibility of each area to try to have their nominee attend. (The state organization has no funds for nominee's travel, but does pay for recognition plaques.)

Advise the CTAT award chairperson whether the nominee(s) will be attending and when they arrive at the conference.

The nominating area is responsible for purchasing the luncheon ticket for their nominee(s).

CTAT SUMMER AWARDEE INFORMATION SHEET

Area submitting this candidate (circle) I, II, III, IV, V, VI, VII, VIII, IX, X, XI

Area contact person name _____ Phone No. _____

Name of Candidate _____

Occupation _____ Company _____

Mailing Address _____

Local School District _____

Category of Award:

- _____ 1. Legislature (State) _____ (Federal Congress) _____
- _____ 2. Superintendent
- _____ 3. Advisory Committee
- _____ 4. Other school personnel (Ex.: Principal, Curriculum Directors, Teachers, Counselors, etc.)
- _____ 5. TEA Staff
- _____ 6. State Board of Education Member
- _____ 7. Local Board of Education Member
- _____ 8. Other (Please specify) _____

Describe reasons why the above named person should receive the CTAT Appreciation Award. (Please be specific and attach additional sheets if needed.) Photograph requested.

Local newspaper for publicity release _____

Complete mailing address _____

Return completed form to CTAT Awards Chairperson by the last working day in April.

**GULF COAST (AREA VI) NOMINEES FOR
TVASA - TEXAS VOCATIONAL ADMINISTRATOR OF THE YEAR**

1984	Robert E. Buie (selected; advanced to Region IV AVA)
1985	Hayden McDaniel
1986	Jo Priddy
1987	Jo Priddy (CTAT Administrator of the Year, Region IV AVA Administrator of the Year)
1988	Lott Brooks
1989	Allen Hall
1990	Allen Hall
1991	
1992	Steve Johnson (CTAT Administrator of the Year)
1993	Dottie Oelkers

**GULF COAST (AREA VI) NOMINEES FOR
CTAT ADMINISTRATOR OF THE YEAR**

1994-95	Ken Emery
1995-96	Linda Russell
1996-97	Linda Russell
1997-98	Franklin Higgins
1998-99	Mickey Ohlendorf
1999-00	Mickey Ohlendorf (CTAT Administrator of the Year)
2000-01	Charla Merrel
2001-02	Charla Merrel (CTAT Administrator of the Year)

CTAT CAREER AND TECHNOLOGY ADMINISTRATOR OF THE YEAR

Who is eligible to receive the award each year?

Any CTAT administrator/supervisor in Texas who has been a member of CTAT for five consecutive years and has paid dues the current year.

Who may nominate someone for the award?

CTAT is divided into eleven areas. Each area may nominate an eligible person from their area.

When are nominations made and how?

The chairperson of the CTAT awards committee sends a letter to each area in April each year with application forms attached. Areas make nominations to the committee between April and May 1.

Who makes the final selection?

CTAT has an awards committee with one representative from each of the eleven areas. The committee meets in July at the CTAT summer conference to read applications and interview each nominee. The selection is by secret ballot by committee members.

When is the award announced?

The award is announced at the general membership meeting in connection with the July summer conference. This gives plenty of time for the winner to prepare more detail to submit to the Region IV ACTE prior to the April conference. The CTAT winner is honored the following winter in connection with the mid-winter conference.

Forms and other information required?

The guidelines and forms published in the ACTE Awards Booklet for Vocational Teacher of the Year are utilized with minor modifications. Support letters and photo are not required. (See modified forms)

**CTAT CAREER AND TECHNOLOGY ADMINISTRATOR OF THE YEAR
APPLICATION PROCEDURES**

1. Complete Nomination Form. This becomes page 1.
2. Write a program description of no more than two pages. These will be pages 2 and 3 of your nomination forms. Use the following four categories to describe your program:
 - a. Innovative or Unique. Write a paragraph or more describing what makes your program different.
 - b. Impact of Program. Describe how your program impacts the community.
 - c. Administrator's/supervisor Effectiveness. Describe in what ways.
 - d. Administrator's/supervisor Program Approach to Sex-bias. Describe, etc.
3. List Professional Memberships and Activities – no more than one page. Dates of involvement must be included. This will be page 4.
4. List Professional Contributions (may include presentations and publications) – no more than one page. Dates of involvement must be included. This will be page 5.
5. List Training and Experience Background (to include educational training and experience) – no more than one page. Dates must be included. This will be page 6.
6. List Civic Community Involvement (to include civic, fraternal and/or honorary memberships and community activities or contributions) – no more than one page. Dates must be included. This will be page 7.

(ONLY PAGES LISTED ABOVE MAY BE SUBMITTED TO THE CTAT AWARDS COMMITTEE – no newspaper clippings, booklets, or brochures)

**CTAT - CAREER AND TECHNOLOGY ADMINISTRATOR OF THE YEAR
OFFICIAL NOMINATION FORM**

CTAT Area _____ Year _____

Nominee's Name _____

Home Address _____ Phone _____

City _____ Zip _____

Business Location _____ Phone _____

Address _____

City _____ Zip _____

Nominee's Current Title or Position _____

American Career and Technical Association Member for _____ consecutive
years starting in 19____.

CTAT Member for _____ consecutive years since 19____.

Signature of Nominee's Supervisor* _____

Statement of Support from CTAT area:

Signature of Area President _____

*Superintendent or Assistant Superintendent

The person from this area who will serve on the CTAT Awards Committee:

Name _____

Address _____

City _____ Zip _____

Phone () _____

Fax () _____

REGION IV ACTE AWARDS PARTICIPATION

The Gulf Coast Administrators Association has the opportunity to participate in the Region IV awards program as follows:

1. If the Gulf Coast (Area IV) nominee for the CTAT Texas Administrator of the Year wins the state award and has been a member of ACTE for five consecutive years, their credentials are forwarded to the regional level (Region IV).
2. If forwarded to the regional level the nominee is considered not only for the outstanding educator in the administrative division, but also for the Region IV ACTE Educator of the Year award. (This award advances to the national level.)

ACTE REGION IV AWARDS PROGRAM GUIDELINES

ACTE REGION IV AWARDS PROGRAM GUIDELINES

REVISED 4/2000

The Region IV Awards Committee has established the following guidelines for use in completing the appropriate forms for the ACTE Region IV Teacher of the Year, the Region IV Outstanding Career and Technical Educator, and Region IV New Teacher of the Year Awards based on the information found in the current ACTE Awards Program handbook. As changes occur all nominees will complete their final nomination dossiers according to those changes.

GENERAL GUIDELINES

1. All nominees must use the "ACTE Career and Technical Teacher of the Year/Outstanding Career and Technical Educator/Outstanding New Career and Technical Teacher Nomination forms". Use original or photocopies of the forms to submit to Region IV. (Found in the official ACTE Awards handbook).
2. Nominees for all three awards must meet the eligibility guidelines printed in the current ACTE Awards handbook.
3. Original dossiers must be placed in a three-ring, soft plastic (not clear) binder without any personalization on the cover. Non-glare plastic insert sheets are recommended to protect the individual sheets.

Dossier copies are to be three-hole punched paper, stapled in the upper left-hand corner.
4. Nomination dossiers cannot include anything other than the information requested in the ACTE Region IV guidelines.
5. All nomination forms must be typed or word processed in 12-point Times Roman font. Graphics (including tables, pictures, or text boxes) are not permitted in the application.
6. No newspaper clippings, brochures, etc. will be allowed in the dossier.
7. On pages 1-9 of the dossier, only white paper with no graphics will be accepted
8. Each page, including support letters, must be numbered. Front and back are considered two pages. The dossier must not contain more than 15 pages plus the cover page (ACTE Region IV cover page).
9. Each award applicant will submit only one original and six copies of their dossier to their state's Region IV Awards Committee representative.
10. Region IV Teacher of the Year, Outstanding Career and Technical Educator and Outstanding New Career and Technical Teacher will be chosen as follows:

DIVISION WINNERS

Division winners are recognized in the following areas: Administration, Agricultural Education, Business Education, Employment and Training, Guidance, Family and Consumer Sciences, Health, Science and Technology, Marketing Education, New and Related Services, Special Needs, Technical Education, Technology Education, and Trade and Industrial Education. The division winner will be the nominee receiving the highest number of points on the dossier rating sheet. If there are both Teacher of the Year and Educator of the Year nominees within a division the awards committee will recognize two division winners, one teacher and one educator.

ACTE REGION IV AWARDS PROGRAM GUIDELINES

TEACHER OF THE YEAR

Five finalists will be selected by the awards committee. The five teachers receiving the highest number of points on the dossier rating sheets must be interviewed by the awards committee during the Region IV ACTE Conference. The interview ratings are then added to the dossier rating to determine the top score and thus the winner. Teachers failing to fulfill the interview requirements will forfeit the Region IV Teacher of the Year nomination, but may still be a division winner.

Each state may submit only one nominee per division.

OUTSTANDING CAREER AND TECHNICAL EDUCATOR

The winner will be selected by the awards committee. The nominee receiving the highest number of points on the dossier rating sheets will be named Region IV Outstanding Career and Technical Educator. Each state may submit only one per division.

NEW CAREER AND TECHNICAL TEACHER OF THE YEAR

The winner will be the nominee receiving the highest number of points on the dossier rating sheets and will be determined by the awards committee. Each state may submit one nominee per division for consideration.

11. **Failure to comply with the above guidelines will result in substantial point penalties or disqualification.**

DOSSIER SPECIFIC FORMAT AND GUIDELINES

Each nominee shall submit a Nomination dossier developed exactly as follows:

1. **Cover Page**

The special ACTE Region IV Awards Program form (showing subjects taught and other responsibilities) will become the cover sheet in the dossier.

All signatures must be included.

The Nominee's supervisor signature must match that on the Official Nomination Form page 2, which must be the same person who writes the Immediate Supervisor's Support letter.

Courses listed must match those listed on the Official Nomination Form page 2.

2. **Page 1**

Include ACTE Teacher of the Year/Outstanding Career and Technical Educator/Outstanding New Career and Technical Teacher Awards Committee Form which is Nomination Form page 1.

ACTE REGION IV AWARDS PROGRAM GUIDELINES

Complete only the identifying information at the top of the page.

3. Page 2

Complete ACTE Teacher of the Year/Outstanding Career and Technical Educator/Outstanding New Career and Technical Teacher Official Nomination Form page 2.

4. Page 3

Complete Nomination Form page 3. STA means State Association. The formal Name of the STA Endorsing Nominee should be the name of the umbrella state Career and Technical association. The signature of the STA Official may be the ACTE Region IV Awards Committee member from your state. The Nominator may be anyone who knows the background and professional contributions of the nominee.

5. Pages 4-5

The program description or description of your position and significant accomplishments for Career and Technical education (different for the three award categories) should be no more than two pages, as per ACTE Awards handbook. It must be written by the nominee in third person and not by a professional writer nor copied from any professional manuscript or publication. The criteria for each description is listed on the evaluation form shown on Nomination Form page 1. You must use the headings listed below and set up your description as follows:

Teacher:

INNOVATIVE OR UNIQUE

(Write a paragraph or more describing this factor of your program.)

IMPACT OF PROGRAM

(Describe how it impacts the students of the district.)

TEACHER EFFECTIVENESS

(Provide clear evidence of the teacher's effectiveness.)

TEACHER AND PROGRAM APPROACH TO SEX BIAS

(Describe, etc.)

Educator/New Teacher:

DESCRIPTION OF POSITION/CURRENT POSITION FOR NEW TEACHER

(Describe all aspects of your position responsibilities, etc.)

ACTE REGION IV AWARDS PROGRAM GUIDELINES

SIGNIFICANT ACCOMPLISHMENTS FOR CAREER AND TECHNICAL EDUCATION

(Describe your accomplishments possibly relating to your position, etc.)

6. Pages 6-9

Support information becomes pages 6-9. This material should include no more than one page each in four sections, as follows:

(Page 6) Section A: Professional Memberships and Activities. **Must include dates.**

(Page 7) Section B: Professional Contributions (may include publications and presentations). **Must include dates.**

(Page 8) Section C: Education and Experience Background (to include educational preparation and work experience). **Must include dates.**

(Page 9) Section D: Civic and Community Involvement (to include civic, fraternal and/or honorary memberships and community activities and contributions).

7. Pages 10-15

Letters of support, limited to a maximum of six, must be pages 10-15 of the Nomination Dossier. These letters must come from the following individuals:

(Page 10) The nominee's immediate supervisor

(Page 11) An administrator

(Page 12) A current or former student (for teacher) or a colleague or former student (for educator and new teacher)

(Page 13) A parent or community lay person (for teacher) or a community lay person (for educator and new teacher)

(Page 14-15) Two additional letters of choice

Letters of support must:

- a. Be dated within the last year.
- b. Be addressed to: ACTE Awards Committee
- c. Be placed in the order listed above and each paged numbered 10-15.
- d. Include the title of the person writing the letter.
- e. Be **no more** than one (1) page in length (one side).
- f. Be identified with writer's original signature and title.

ACTE REGION IV AWARDS GUIDELINES

ACTE REGION IV AWARDS PROGRAM

Name of Applicant _____

State _____

Award Category

____ Career Technical Teacher of the Year
____ Outstanding New Career Technical Teacher

____ Outstanding Career Technical Educator

ACTE Division Affiliation _____

Nominee's Current Title or Position _____

Subject Taught (Teacher/New Teacher)
Supervisory Duties (Educator)

No. of Periods

_____	_____
_____	_____
_____	_____
_____	_____

Other Responsibilities
(Supervision, counseling, administration, etc.)

No. of Periods

_____	_____
_____	_____
_____	_____

Signature of Nominee _____

Signature of Immediate Supervisor _____

Signature of STA _____

This page should be the cover sheet for your application.

**ACTE REGION IV OUTSTANDING VOCATIONAL EDUCATION
EVALUATION FORM**

Teacher Of The Year/Outstanding Vocational Educator/ Outstanding New Vocational Teacher Nomination Form

Awards Committee Evaluation Form

(This form may be duplicated for use at the state and regional levels.)

Region _____ Name of Nominee _____
(Last) (First) (Middle)

This section for use of ACTE Awards Committee.

Criteria	Possible Points	Evaluator Score
Section A		
1. Professional Memberships	20	_____
2. Professional Association Activities		_____
Section B		
1. Outstanding Professional Contributions	20	_____
2. Publications		_____
3. Presentations		_____
Section C		
1. Education	10	_____
2. Work Experience		_____
Section D		
1. Civic, Fraternal and/or Honorary Memberships	20	_____
2. Community Activities or Contributions		_____
(For Outstanding Vocational Educator and Outstanding New Vocational Teacher only)		
Position description and significant accomplishments in career and technical education or	30	_____
(For Teacher of the Year only)		
1. Innovative or Unique Program	30	_____
2. Impact of Program		_____
3. Teacher Effectiveness		_____
4. Teacher and Program Approach to Sex Bias		_____
TOTAL	100	_____

(For Teacher of the Year only)

Criteria for Interview

- | | | |
|---------------------------------------------------------------------------------------|----|-------|
| 1. Philosophy of Career & Technical Education | 15 | _____ |
| 2. Knowledge and Interpretation of
Critical Issues in Career & Technical Education | 15 | _____ |
| 3. Professional Involvement | 15 | _____ |
| 4. Ability to Communicate | 10 | _____ |
| 5. Poise and Presence | 10 | _____ |

TOTAL 65 _____

(For New Teacher & Outstanding Educator Only)

Criteria for Video Interview

- | | | |
|---------------------------------------------------------------------------------------|----|-------|
| 1. Philosophy of Career & Technical Education | 15 | _____ |
| 2. Knowledge and Interpretation of
Critical Issues in Career & Technical Education | 15 | _____ |
| 3. Professional Involvement | 15 | _____ |
| 4. Ability to Communicate | 10 | _____ |
| 5. Poise and Presence | 10 | _____ |

TOTAL 65 _____

Signature of Evaluator _____ Date of Evaluation _____ / _____ /19 _____

**ACTE REGION IV OUTSTANDING VOCATIONAL EDUCATOR
NOMINATION FORM**

Teacher Of The Year/ Outstanding Vocational Educator/ Outstanding New Vocational Teacher Nomination Form

Official Nomination Form

Nomination dossiers must include a 5"x 7" or 4" x 6" photograph, typewritten description (in 12 pt. type on 8-1/2 X 11 sheets with 3/4" margins on left, right, top and bottom) of the nominee's position and accomplishments, support information (including professional memberships and activities, professional contributions, education and experience background and civic and community involvement), support letters, appropriate signatures and this official nomination form to be considered by the Regional Awards Committee. Failure to provide all items requested will eliminate the nominee from further consideration.

Award Category

_____ Vocational Teacher of the Year _____ Outstanding Vocational Educator _____ Outstanding New Vocational Teacher

Please type: State: _____ Region: _____

Name of Nominee: _____

(First)

(Middle or M.I.)

(Last)

Business Address: _____

(Street)

(City)

(State)

(Zip)

Phone: (____) _____

Home Address: _____

(Street)

(City)

(State)

(Zip)

Phone: (____) _____

Nominee's Current Employer and Title or Position: _____

Subject Currently Taught and/or Other Duties: _____

Association for Career and Technical Education Membership: for _____ years starting in 19____; Membership # _____

consecutive since 19____ to current year. if Life Member, since 19____.

Division Affiliation _____

State Assn. Affiliation: _____

for _____ years starting in 19____ consecutive since 19____ to current year.

Signature of Nominee's Supervisor: _____

Mail the completed form, with appropriate attachments, to your regional awards committee chairperson as listed on page 8 of the 2000 ACTE Awards Program booklet.

Nomination Form Page 2

**ACTE REGION IV OUTSTANDING VOCATIONAL EDUCATOR
ENDORSEMENT FORM**

Teacher Of The Year/ Outstanding Vocational Educator/ Outstanding New Vocational Teacher Nomination Form

Endorsement Form

Region: _____ Name of Nominee: _____
(First) (Middle or M.I.) (Last)

Name of Nominator: _____

Employment Title of Nominator: _____

Business Address: _____
(Street) (City) (State) (Zip)

Phone: Home () _____ Phone: Business () _____

Signature of Nominator: _____

* * * * *

Name of State Association Endorsing Nominee: _____

Address: _____
(City) (State) (Zip)

Signature of State Assn. Official: _____
(President, Executive Director)

Phone Numbers of State Assn. Nominator: Home () _____ Business () _____

Home Address of State Assn. Official: _____
(Street)

(City) (State) (Zip)

For ACTE Region Use Only

Signature: _____ (Awards Chairperson) Phones: Home () _____
Business () _____

Address: _____
(Street) (City) (State) (Zip)

CTAT REGION MAP

