

**2012**  
**WACTE**  
***PROFESSIONAL***  
***EXCELLENCE***  
***AWARDS***  
**PROGRAM HANDBOOK**

*This handbook  
contains all the  
necessary  
information and  
forms for the  
2012 WACTE  
Awards Program*



**Wisconsin Association for  
Career and Technical Education**

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# WACTE AWARDS PROGRAM

## Overview

The Wisconsin Association for Career and Technical Education Awards Program seeks to promote excellence by recognizing individuals, companies, and organizations that have made contributions to promote and expand career and technical education in Wisconsin.

## WACTE Awards include:

Local of the Year  
Longevity Award  
Outstanding Support Professional  
Outstanding CTE Leader  
Outstanding Instructor  
New Instructor  
Lifetime Achievement Award  
Outstanding Member - Community Involvement

An award recipient must wait at least three (3) years before being nominated again in the same category.

All 2012 awards will be presented at the WACTE's Annual Conference April 19-20, 2012, in Appleton, WI.

## The following state award recipients may be eligible for ACTE recognition:

Outstanding CTE Leader  
New Instructor  
Outstanding Instructor

An award committee member nominated for recognition will withdraw from that year's awards committee activities.

Since the WACTE Awards Program has been simplified and ACTE qualifications differ from WACTE qualifications, state award recipients may be required to redo their packets to qualify for ACTE awards.

The Awards Committee Chair will review the criteria with the state recipients after the annual awards program.

Detailed information about the awards program, application procedures, and appropriate forms are contained in this handbook.

For further information, contact Bette Lou Esser, WACTE Executive Director, at [ble@chorus.net](mailto:ble@chorus.net) or 1-608-833-5858.

For previous award recipients, visit the WACTE web site at [www.wacteonline.org](http://www.wacteonline.org).

The nomination packets must **be received** at the WACTE office no later than Jan. 31, 2012.

**Wisconsin Association for Career and Technical Education  
2307 Parmenter St.  
Middleton, WI 53562**

# LOCAL AWARDS COMMITTEE

## *Suggested Timeline for 2011-2012*

### Summer 2011

- Select an awards committee chairperson and committee members. Include at least one continuing and one new member on the committee.
- Hold a yearbook committee meeting and update any information.

### September

- Contact your membership chairperson to obtain a current membership list.
- Hold an awards committee meeting to discuss the task of the committee, so that everyone feels committed and is anxious to be involved.
- Plan to start nominations at the start of the school year.
- Create an invitation for award nominations (Refer to award categories.)

### October

- Solicit award nominations; encourage members to nominate colleagues. Use inspiring emails, table tents, posters, etc. (2-week timeline suggested)
- **Encourage program faculty and administrators to nominate and recognize local businesses for their contributions to your college and to Career and Technical Education locally. The business awards (formerly Greiber Awards) have now been moved to the Local level (not WACTE level) to enhance support and recognition from the stakeholders most involved.**
- Encourage members to nominate themselves for Longevity (formerly Hambrecht) awards (25 years in technical education).
- Check employment history for all nominees to be sure they are eligible and hold the necessary membership requirements.
- Send a "Thank You" to each person who nominated a candidate.
- Congratulate each person nominated. With your congratulations, include a few basic questions needed from the nominee for local award selection. Keep this simple and have a reasonable time limit for completion (1 week).

### November

- Hold a committee meeting to select local award recipients.
- Assign an award committee member, or volunteer, to assist each candidate. Be sure that each member is aware of the proper procedures, as outlined in the WACTE Awards Handbook. Make copies of appropriate pages from the handbook to give to each candidate to use as a guide when preparing a portfolio.
- Meet (committee members) with award candidates to explain what needs to be accomplished, format needed, and the timeline. Committee members should assess progress and offer their assistance in helping candidates meet their goals.
- Suggest that awardees request their letters of support as soon as possible.
- Assign a committee member to schedule a photo day (note requirements).
- Set a date that draft portfolios are due for review by the Local committee.

### December/January

- Publicly congratulate local award recipients.
- Review award portfolios and suggest any additions or changes.
- Complete procedures for mailing: Make copies, label photos, etc.
- **Mail portfolios to the WACTE office in Middleton by Jan. 27, 2012** to ensure delivery by Jan. 31, 2012.
- Thank everyone who assisted and planned a recognition/celebration event!

# PLANNING A CELEBRATION EVENT

## *Suggestions for 2011-2012*

Once Local award candidates have been selected, it is time to begin planning a recognition/celebration event. This event might be held during inservice days in January (possible luncheon), in conjunction with February Career and Technical Education Month (kick-off breakfast), or at any time that seems appropriate for your Local.

A recognition event provides a wonderful opportunity for colleagues to celebrate; it provides an opportune time to involve others in Local and state (WACTE) activities, and it provides an excellent opportunity for recognition/partnership throughout the community.

Below are some suggestions for planning a recognition event.

- Hold an Awards Committee meeting to outline a plan for the event (Ask members to volunteer for various duties.).
- Set a date and time for the celebration.
- Reserve a room/location.
- Confirm a menu and price.
- Publicize with an "All Staff" email, posters and an article for news release.
- Send invitations to Professional Excellence and Longevity award recipients. If your Local has dues, it might be possible to offer complimentary tickets to the award recipients, but ask that awardees RSVP.
- Invite your college president/principal, board members and retirees.
- Ask award recipients to identify individuals to introduce them at the event; contact those who are giving introductions to thank them, and suggest a time limit.
- Design and print tickets.
- Assign a contact for selling tickets (Cashier's office).
- Plan a program order; print programs.
- Send complimentary tickets to awardees.
- Ask a Yearbook Committee member to take photos.
- Order a podium & PA system for the event.
- Continue to publicize; **be sure everyone is invited.**

Final Touches:

- Send a thank-you to the caterer and others.
- Finalize cost with the cashier.
- Write an article for the Local newspaper.
- Make a note of additional details for another year.

# LONGEVITY AWARD

This award is presented to WACTE members who meet the following criteria:

1. are currently WACTE members;
2. have served at least twenty-five (25) years as an employee in career and technical education;
3. have been a member of WACTE for at least five (5) years.

Please complete the nomination form found on page 16. Use this form as your cover sheet.

**The name(s) of the Local nominee(s) must be submitted in writing to the WACTE office on the nomination form found on page 16 and received no later than Jan. 31 2012. Late submissions will be recognized the following year.**

**Please submit names as they should appear on the award.**

# PROFESSIONAL EXCELLENCE AWARD

## *Outstanding Support Professional*

An award will be given to a WACTE Associate member (office, technical, paraprofessional, or custodial staff) who has made a significant contribution to career and technical education.

Each Local may submit one (1) nominee. The nominee must currently be a member of WACTE.

1. Complete the nomination form found on page 16. Use this form as your cover sheet.
2. In a separate envelope, include one (1) printed photograph (4" x 6") with the nominee's name, Local, and award category printed on the back AND email a digital photo in jpg format with a file name listing the person's name and category, e.g. (johnsmith\_supportprof.jpg) to Carol Mooney, Awards Chair, at [mooneyc@uwstout.edu](mailto:mooneyc@uwstout.edu). **NOTE:** If you cannot send a digital photo, send two (2) printed photographs (4" x 6").
3. Submit your information using the suggested format below. **Please limit each section to 1-3 pages. Using bullets to outline a list of accomplishments, activities, etc. is acceptable.**
4. Your information should be written in third person and submitted in a report folder.

### FORMAT

**Applications for this award should include:**

	<u>Maximum Points</u>
<b>Section A: Job Title &amp; Description</b> (One paragraph)	
<b>Section B: Job Effectiveness / Accomplishments</b> New / Original Approaches Demonstration of Leadership / Coordination Impact on Students / Community Work-Related Committees Endorsement Letter	60
<b>Section C: Involvement / Promotion of Career &amp; Technical Education</b> Professional Memberships / Activities Interaction with Community Impact on Career & Technical Education Endorsement Letter	<u>40</u>
Total Points:	100

# PROFESSIONAL EXCELLENCE AWARD

## *Outstanding CTE Leader*

This award is given to a full-time standard member, other than a classroom teacher, in recognition of contributions made to career and technical education. This would include personnel in positions such as administrator, dean, associate dean, supervisor, coordinator, principal, counselor, health nurse, librarian, special projects, student services, economic development, work place training, media, public information, human resources, consultant, school-to-work, high school relations, or continuing education. etc.

Each Local may submit one (1) nominee. The nominee must currently be a member of WACTE.\*

1. Complete the nomination form found on page 16. Use this form as your cover sheet.
2. In a separate envelope, include one (1) printed photograph (4" x 6") with the nominee's name, Local, and award category printed on the back AND email a digital photo in jpg format with a file name listing the person's name and category, e.g. (johnsmith\_CTEleader.jpg) to Carol Mooney, Awards Chair, at [mooneyc@uwstout.edu](mailto:mooneyc@uwstout.edu). **NOTE:** If you cannot send a digital photo, send two (2) printed photographs (4" x 6").
3. Submit your information using the suggested format below. **Please limit each section to 1-3 pages. Using bullets to outline a list of accomplishments, activities, etc. is acceptable.**
4. Your information should be written in third person and submitted in a report folder.

## **FORMAT**

### **Applications for this award should include:**

	<u>Maximum Points</u>
<b>Section A: Job Title &amp; Description</b> (One paragraph)	
<b>Section B: Job Effectiveness / Accomplishments</b> Leadership in New Initiatives Significant Accomplishments for Career & Technical Education Educational Preparation Impact on Students / Community Endorsement Letter	60
<b>Section C: Involvement / Promotion of Career &amp; Technical Education</b> Publications / Presentations Professional Memberships / Activities & Accomplishments Impact on Career & Technical Education Endorsement Letter	<u>40</u>
Total Points:	100

\*To be considered for the national ACTE recognition, the nominee must meet the published ACTE guidelines.

# PROFESSIONAL EXCELLENCE AWARD

## *New Instructor*

This award is given to encourage new instructors to remain in the profession. Recipients of this award must have made significant contributions toward innovative, unique, and novel programs and have shown a professional commitment early in their careers. WACTE standard and associate members who are currently employed as classroom/laboratory teachers in a career and technical education program are eligible for this award if they have been teaching for a minimum of two years and a maximum of five years.

Each Local may submit one (1) nominee. The nominee must currently be a member of WACTE.\*

1. Complete the nomination form found on page 16. Use this form as your cover sheet.
2. In a separate envelope, include one (1) printed photograph (4" x 6") with the nominee's name, Local, and award category printed on the back AND email a digital photo in jpg format with a file name listing the person's name and category, e.g. (johnsmith\_newinstructor.jpg) to Carol Mooney, Awards Chair, at [mooneyc@uwstout.edu](mailto:mooneyc@uwstout.edu). **NOTE:** If you cannot send a digital photo, send two (2) printed photographs (4" x 6").
3. Submit your information using the suggested format below. **Please limit each section to 1-3 pages. Using bullets to outline a list of accomplishments, activities, etc. is acceptable.**
4. Your information should be written in third person and submitted in a report folder.

## **FORMAT**

**Applications for this award should include:**

		<u>Maximum Points</u>
<b>Section A:</b>	<b>Job Title &amp; Description</b> (One paragraph)	
<b>Section B:</b>	<b>Job Effectiveness / Accomplishments</b> Innovative or Unique Program Characteristics Teacher Effectiveness Teacher / Program Approach to Diversity Educational Preparation Impact on Students / Community Endorsement Letter	60
<b>Section C:</b>	<b>Involvement / Promotion of Career &amp; Technical Education</b> Publications / Presentations Professional Memberships / Activities Interaction With Community Impact on Career & Technical Education Endorsement Letter	<u>40</u>
	Total Points:	100

\*To be considered for the national ACTE recognition, the nominee must meet the published ACTE guidelines.

# PROFESSIONAL EXCELLENCE AWARD

## *Outstanding Instructor*

This award is given to a standard, associate, or loyalty member who is a full-time or part-time instructor. The instructor is selected for this award because of contributions to career and technical education and for outstanding instruction.

Each Local may submit one (1) nominee. The nominee must currently be a member of WACTE.\*

1. Complete the nomination form found on page 16. Use this form as your cover sheet.
2. In a separate envelope, include one (1) printed photograph (4" x 6") with the nominee's name, Local, and award category printed on the back AND email a digital photo in jpg format with a file name listing the person's name and category, e.g. (johnsmith\_outst instructor.jpg) to Carol Mooney, Awards Chair, at [mooneyc@uwstout.edu](mailto:mooneyc@uwstout.edu). **NOTE:** If you cannot send a digital photo, send two (2) printed photographs (4" x 6").
3. Submit your information using the suggested format below. **Please limit each section to 1-3 pages. Using bullets to outline a list of accomplishments, activities, etc. is acceptable.**
4. Your information should be written in third person and submitted in a report folder.

### **FORMAT**

**Applications for this award should include:**

	<u>Maximum Points</u>
<b>Section A: Job Title &amp; Description</b> (One paragraph)	
<b>Section B: Job Effectiveness / Accomplishments</b> Innovative or Unique Program Characteristics Instructor Effectiveness Instructor/ Program Approach to Diversity Educational Preparation Impact on Students / Community Endorsement Letter	60
<b>Section C: Involvement / Promotion of Career &amp; Technical Education</b> Publications / Presentations Professional Memberships / Activities Interaction with Community Impact on Career & Technical Education Endorsement Letter	<u>40</u>
Total Points:	100

\*To be considered for the national ACTE recognition, the nominee must meet the published ACTE guidelines.

# PROFESSIONAL EXCELLENCE AWARD

## *Lifetime Achievement Award*

This award is given to a WACTE member who has retired from career and technical education, but continues to make a significant contribution to career and technical education, specifically, to the WACTE organization.

Each Local may submit one (1) nominee. The nominee must currently be an active member of WACTE.

1. Complete the nomination form found on page 16. Use this form as your cover sheet. The name of the nominee must be submitted in writing to the WACTE office on the nomination form and received no later than January 31, 2012.
2. In a separate envelope, include one (1) printed photograph (4" x 6") with the nominee's name, Local, and award category printed on the back AND email a digital photo in jpg format with a file name listing the person's name and category, e.g. (johnsmith\_lifetime\_achievement.jpg) to Carol Mooney, Awards Chair, at [mooneyc@uwstout.edu](mailto:mooneyc@uwstout.edu) . **NOTE:** If you cannot send a digital photo, send two (2) printed photographs (4" x 6").
3. In a few paragraphs, highlight some of the contributions to career and technical education, specifically, to the WACTE organization that this member has made.

**All recipients are recognized at the conference and will be awarded a plaque.**

## **FORMAT**

**Applications for this award should include:**

**Personal Involvement:** Could include assisting with the annual conference or other WACTE state activities, assistance with Local WACTE seminar or activities, advisory committee membership, guest lecturer, involvement with Local foundation, program, or curriculum development assistance, employment of interns or graduates, etc.

**Contribution:** Could include contributions of scholarships, equipment, material for programs, use of equipment, etc.

**Other:**

**Letters of endorsement are optional.**

# PROFESSIONAL EXCELLENCE AWARD

## *Outstanding Member - Community Involvement*

This award is given to a standard, associate, or loyalty member with significant accomplishments and outstanding leadership in programs and activities that promote community involvement. Recipients of this award must have made significant contributions toward training, motivating, or inspiring others to become involved in programs and projects that benefit the community.

Contributions and achievements on which the nomination is made should have been made within the past five years.

Each Local may submit one (1) nominee. The nominee must currently be a member of WACTE.\*

1. Complete the nomination form found on page 16. Use this form as your cover sheet.
2. In a separate envelope, include one (1) printed photograph (4" x 6") with the nominee's name, Local, and award category printed on the back AND email a digital photo in jpg format with a file name listing the person's name and category, e.g. (johnsmith\_comminvolvement.jpg) to Carol Mooney, Awards Chair, at [mooneyc@uwstout.edu](mailto:mooneyc@uwstout.edu). **NOTE:** If you cannot send a digital photo, send two (2) printed photographs (4" x 6").
3. Submit your information using the suggested format below. **Please limit each section to 1-3 pages. Using bullets to outline a list of accomplishments, activities, etc. is acceptable.**
4. Your information should be written in the third person and submitted in a report folder.

### **FORMAT**

**Applications for this award should include:**

	<u>Maximum Points</u>
<b>Section A:</b> <b>Community involvement and/or motivation of peers and/or students to become involved in community service.</b> A description of no more than 2 pages of community involvement work and/or significant accomplishments in the area of training, motivating, or inspiring others to become involved in projects benefiting the community.	65
<b>Section B:</b> <b>Community involvement awards or acknowledgements.</b> Include dates of presentations and names.	15
<b>Section C:</b> <b>Community involvement and civic organization memberships.</b>	10
<b>Section D:</b> <b>Professional memberships and professional activities.</b>	<u>10</u>
<b>Section E:</b> <b>Letters of Support.</b> Maximum of six, one page in length, including immediate supervisor, an administrator, a colleague or former student, a community lay person, and two of your choice.	
<b>Total Points:</b>	<b>100</b>

# WACTE LOCAL OF THE YEAR

This award is given to WACTE Locals based on activities they sponsored throughout the year.

1. Include actual activities from January through November 2011 and anticipated December 2011 activities.
2. Complete checklist and chart documenting activities (see below)
3. In a separate envelope, include one (1) printed photograph (4" x 6") of campus, a building, or students, with the Local's name printed on the back AND email a digital photo in jpg format with a file name listing the person's name and category, e.g. (collegename\_local.jpg) to Carol Mooney, Awards Chair, at [mooneyc@uwstout.edu](mailto:mooneyc@uwstout.edu).  
**NOTE:** if you cannot send a digital photo, send two (2) printed photographs (4" x 6").
4. Complete the nomination form found on page 16. Use this form as your cover sheet.

## FORMAT

**Please list the activities your Local sponsored throughout the year for each category. Score will be based on number and results of activities within each category. The Locals with the highest overall scores will receive recognition and have the opportunity to share their stories in future newsletters and to share best practices at future annual conferences.**

- Category A: Local Member Social Activities**
- Category B: Professional Development Activities**
- Category C: Legislative Activities**
- Category D: Career and Technical Education Month Activities**
- Category E: Recruitment of New Members Activities**
- Category F: Retention of Current Members Activities**
- Category G: Evidence of Involving Students in Activities**
- Category H: Evidence of Student Scholarship Funds or Fundraising**

# WACTE LOCAL OF THE YEAR

**Scores for each category: 5=Excellent; 4=Good; 3=Average; 2=Fair; 1=Poor**

**Category A:                    Local Member Social Activities                    Completed Category A Activities?**  
**YES** **NO**

Activity	Timeline	Objective	Outcome
Example: Tailgate Party	October 2011; Packers vs. Bears Game	Provide social activity & fundraise \$300 for emergency fund	200 people attended; \$750 raised

**CATEGORY SCORE:** \_\_\_\_\_

**Category B:                    Professional Development                    Completed Category B Activities?**  
**Activities** **YES** **NO**

Activity	Timeline	Objective	Outcome
Example: Attend WACTE Conference	February 2011	Obtain professional development ideas, network with peers	20 members attended the WACTE annual conference

**CATEGORY SCORE:** \_\_\_\_\_

**Category C:                    Legislative Activities                    Completed Category C Activities?**  
**YES** **NO**

Activity	Timeline	Objective	Outcome
Example: Hold local legislative roundtable discussion	April 2011	To educate population on legislative issues and technical education	50 people attended

**CATEGORY SCORE:** \_\_\_\_\_

**Category D:                    Career and Technical Education                    Completed Category D Activities?**  
**Month Activities** **YES** **NO**

Activity	Timeline	Objective	Outcome
Example: Ice cream social to honor instructors in career & technical education	February 2011	To thank our outstanding career/technical education instructors.	Ice cream served, thankful instructors

**CATEGORY SCORE:** \_\_\_\_\_

**Category E:                    Recruitment of New Members                    Completed Category E Activities?**  
**Activities** **YES** **NO**

Activity	Timeline	Objective	Outcome
Example: Sent a Valentine wish & treat to new employees who were not members yet	February 2011	Promote Local & WACTE with each Valentine wish and to ultimately recruit 2 new members.	3 out of the 20 new employees became members within a month after the promotion

**CATEGORY SCORE:** \_\_\_\_\_

# WACTE LOCAL OF THE YEAR

**Scores for each category: 5 = Excellent; 4=Good; 3=Average; 2=Fair; 1=Poor**

**Category F: Retention of Current Members Activities                      Completed Category F Activities?**  
**YES** **NO**

Activity	Timeline	Objective	Outcome
Example: Autorenewal of memberships	Throughout the year	To retain 100% of the current memberships (those not retiring) through auto-renew process vs. sending out renewal forms that members lose or forget to send back	98% renewal rate

**CATEGORY SCORE:** \_\_\_\_\_

**Category G: Evidence of Involving Students in Activities                      Completed Category G Activities?**  
**YES** **NO**

Activity	Timeline	Objective	Outcome
WACTE sponsored Legislative Day	April 2011	To get students involved, let our legislators hear first hand how career/technical education affects students	3 students attended and spoke with their legislators

**CATEGORY SCORE:** \_\_\_\_\_

**Category H: Evidence of Student Scholarship Funds or Fundraising                      Completed Category H Activities?**  
**YES** **NO**

Activity	Timeline	Objective	Outcome
Example: Books are Fun	October 2011	Raise money for scholarships	Profit of \$650 for scholarships

**CATEGORY SCORE:** \_\_\_\_\_

**TOTAL SCORE:** \_\_\_\_\_

# WACTE AWARD NOMINATION FORM

**(Submit this form for all nominations – Please duplicate.)**

Award Category (Check appropriate Award)	<input type="checkbox"/> Local of the Year <input type="checkbox"/> Longevity Award <input type="checkbox"/> New Instructor <input type="checkbox"/> Outstanding Support Professional <input type="checkbox"/> Outstanding CTE Leader <input type="checkbox"/> Outstanding Instructor <input type="checkbox"/> Lifetime Achievement Award <input type="checkbox"/> Outstanding Member – Community Involvement
Name of Nominee <b>(as it will appear on the award)</b>	
Current Title	
Place of Employment	
Work Phone	
E-mail Address	
WACTE Membership # ACTE Membership #	
Local # and Local Name	
Local Award Chair	
Local Award Chair's Work Phone	
Local Award Chair's E-Mail Address	

The nomination packets must be received at the WACTE Office no later than

**Jan. 31, 2012**

WISCONSIN ASSOCIATION FOR CAREER & TECHNICAL EDUCATION

2307 PARMENTER ST.

MIDDLETON, WISCONSIN 53562