

6010.3. OUTSTANDING BUSINESS EDUCATORS OF THE YEAR AWARDS (See Appendix A6010.3)

The Outstanding Business Educator of the Year Award recognizes contributions to business education by a NBEA/WBEA member based on direct input to the classroom, participation and offices held in local S/T/P, regional, and national professional associations, conference and leadership activities, curriculum development, and other activities. Only one (1) award for each of the four (4) educational levels may be given each year.

Nominations for the Awards

Nominations for these awards may be submitted for the following individuals.

1. Outstanding Business Educator at the Elementary/Middle/Junior High School level.
2. Outstanding Business Educator at the High School level.
3. Outstanding Business Educator at the Senior College/Collegiate/University level.
4. Outstanding Business Educator at the Postsecondary level that is less than a four (4)-year institution.

Procedure for Submitting Nominees

1. Nominations may be made by a NBEA/WBEA member or by the S/T/P associations.
2. Nominations must be on the official form and procedures outlined on the form must be followed. (See Appendices A6010.3)
3. Nominations shall be submitted in quadruplicate (one (1) original and three (3) copies).
4. The date for submitting applications for the award will be December 1.

Judging the Award

1. Judging the WBEA Outstanding Business Educator Awards will be accomplished through a committee of three (3) appointed secretly by the WBEA Awards Director. The same committee may be used for the WBEA Distinguished Service Award (6010.2). The Awards Director will serve as director of the committee.
2. The WBEA President will be informed of the Committee's decision.
3. The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.

Criteria for Judging the WBEA Outstanding Business Educator Nominations

1. EDUCATION AND DEGREES (list majors, minors and institutions).
2. TEACHING EXPERIENCE (list years and location of experience).
3. PROFESSIONAL MEMBERSHIPS (list organizations and length of time of memberships which must include at least two (2) years in NBEA/WBEA).

4. HONORS AND AWARDS RECEIVED (Total of 10 points possible for Items 1 through 4).
5. CONTRIBUTIONS TO BUSINESS EDUCATION through classroom involvement, curriculum development, student organizations, administrative responsibilities, and/or publications. (recommend “published articles”) (50 points).
6. PARTICIPATION IN LOCAL, REGIONAL, NATIONAL, AND INTERNATIONAL PROFESSIONAL ASSOCIATIONS. Include offices held, committees served on, and conference activities (10 points for WBEA membership and activities; 20 points for other).
7. INCLUDE A MAXIMUM OF THREE (3) LETTERS OF RECOMMENDATION that document the information included in this nomination. (10 points).
8. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Awards Presentation

The WBEA Awards Director will present the WBEA Outstanding Educator Awards at the WBEA Annual Conference during a general session or meal function.

Notification of Professional Journals

The Awards Director will write an article announcing the award winners and other pertinent information about them to the *Western News Exchange*, *Business Education Forum*, and other related journals.

A6010.3. OUTSTANDING BUSINESS EDUCATOR

Western Business Education Association

[check one (1) level]

- Elementary/Middle/Junior High School level Postsecondary level
High School level Senior College/Collegiate/University level
-

PROCEDURES

1. Nominations may be made by any NBEA/WBEA member or by a State/Territory/Province (S/T/P) association. The nominee **must also be a member of NBEA/WBEA.**
2. Nominations must follow the official form and procedures outlined. **No additional material is to be submitted.** Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit four (4) copies of the nomination packet, along with a black and white or color photograph to the WBEA Awards Director postmarked no later than **DECEMBER 1.**
4. The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.

If a nominee is not selected for the award the first year of nomination, the nominee may be considered the next year. Contact the Awards Director to request that the application be considered again. If editing is required, a new application must be submitted following the guidelines by the deadline date.

ELIGIBILITY

1. The recipient **must be a member** of WBEA/NBEA and of his/her S/T/P association for a minimum of two (2) years.
2. The recipient should **be currently teaching business** at the level for which he/she is being nominated.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three (3) years prior to the nomination.

WHAT TO SUBMIT

1. The cover sheet—**NOMINEE DATA FORM**
2. A maximum of three (3) pages that answer the six (6) criteria areas.
3. A maximum of three (3) letters supporting the nomination.
4. Black and white or color picture of the nominee which may be used for the Awards Booklet.
5. Staple the packet in the upper left corner. **Do not put documents in a folder or binder.**
6. Mail Nomination packets to:

Mrs. Jean Matsui Hara, Professor
WBEA Awards Director
c/o Leeward Community College
96-045 Ala Ike, Room BE-202
Pearl City, HI 96782-3393
808.455.0346 Fax: 808.453.6735
jhara@hawaii.edu

**Western Business Education Association
OUTSTANDING BUSINESS EDUCATOR**

[check one (1) level]

- Elementary/Middle/Junior High School level Postsecondary level
 High School level Senior College/Collegiate/University level

NOMINEE DATA FORM

Date↑ _____ S/T/P Membership↑ _____

Full Name of Nominee (Candidate)↑ _____

Address↑ _____

City↑ _____ State↑ _____ ZIP Code↑ _____

Present Position and Employer↑ _____

Employment Address↑ _____

NBEA Membership No.↑ _____ Daytime Phone↑ _____ E-mail Address↑ _____

Name of Nominator (Person Submitting Nomination)↑ _____ Signature↑ _____

Address↑ _____

City↑ _____ State↑ _____ ZIP Code↑ _____

NBEA Membership No. ↑ _____ Daytime Phone↑ _____ E-mail Address↑ _____

Position↑ _____

Who should be contacted for more information? ↑ _____ Phone/E-mail↑ _____

Is this a secret nomination? Yes→ _____ No→ _____

Answer the following items using a maximum of three (3) pages. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

1. **EDUCATION and DEGREES** (List majors, minors and institutions.)
2. **TEACHING EXPERIENCE** (List years and location of experience.)
3. **PROFESSIONAL MEMBERSHIPS** (List organizations and length of time, including a minimum of two (2) years in NBEA/WBEA.)
4. **HONORS AND AWARDS RECEIVED** (Total of 10 points possible for Items 1 through 4)
5. **CONTRIBUTIONS TO BUSINESS EDUCATION** through classroom involvement, curriculum development, student organizations, administrative responsibilities, and/or publications. (50 points)
6. **PARTICIPATION IN LOCAL, REGIONAL, NATIONAL, AND INTERNATIONAL PROFESSIONAL ASSOCIATIONS.** Include offices held, committees served on, and conference activities. (10 points for WBEA membership and activities; 20 points for other.)
7. **INCLUDE A MAXIMUM OF THREE (3) LETTERS OF RECOMMENDATION** that document the information included in this nomination. (10 points.)