

Awards Committee Handbook



Wisconsin Technology Education Association, Inc

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Overview

The mission of the Wisconsin Technology Education Association (WTEA) is to provide proactive leadership in advocating the advancement of technology education by promoting relevant curriculum, communicating information, providing staff development, and the networking of education, business, and industry.

The association's awards program promotes program excellence by recognizing classroom teachers, school programs, administrators, and businesses for delivering and promoting quality technology and engineering programs to students in Wisconsin.

Awards Committee

The awards committee chairperson is appointed by the WTEA Executive Committee. Membership includes the Executive Director and is open to other interested members of the WTEA Board.

Primary Responsibility

- ❖ Provide recognition to association members as they achieve excellence in technology education.
- ❖ Assist future TEE educators with expenses for attending state and national conferences.
- ❖ Plan the annual Awards Banquet and purchase award plaques, certificates, etc.

Awards

- School awards: HS Program of the Year, MS Program of the Year, Community Service Award
- Individual awards: 25-year Award, Inspire Award, Award of Excellence, Technology Educator of the Year
- Leadership Award
- Special Recognition Award
- Other awards as developed by the WTEA Board

Scholarships and Grant

- Collegiate professional Development Grant
- Other awards as developed by the WTEA Board

Section1: School Awards

Middle School Program of the Year

“Outstanding Middle School Technology Education Program”

Overview

This award provides recognition to a middle (or junior high) school which delivers an outstanding program that provides students with an introduction to the areas and concepts of technology and engineering. The school's name will appear on the award along with the quote above. It is only given to one school annually. The committee can choose to award this to multiple middle schools from the same school district if they are delivering comparable programs. The award will not be given if there are no suitable nominations.

Qualifications:

- ❖ The school must not have received this award within the past five years. Example: a school that receives the award in 2000 is eligible to receive the award again in the year 2005.
- ❖ The program curriculum should reflect state, national and/or industry standards.
- ❖ At least fifty-five percent of the technology education faculty must be current members of the WTEA.
- ❖ At least one technology education staff member should have been a WTEA member the previous year.
- ❖ The nominee must submit a program portfolio which includes: school curriculum documentation, facility photographs, course descriptions, copies of newspaper clippings, testimonials, and one letter of recommendation from the principal or CTE Coordinator..
- ❖ The nominee must be willing to share successful activities, ideas, or projects in the WTEA Interface and agree to present a sectional at an upcoming conference or other professional development event.

Procedures for Nomination and Selection

- ❖ Nominations will be requested through the WTEA Interface, the WTEA web site and at the annual membership meeting. The school can be nominated by a WTEA member, administrator, or CTE Coordinator.
- ❖ District Directors will be responsible for securing nominations from their district.
- ❖ All nominations should be sent to the committee chair or the Executive Director no later than November 15th.
- ❖ The committee chair will solicit additional information about the nominees. The Executive Director will verify the membership status of the nominees.
- ❖ Copies of nomination materials for eligible recipients will be shared with Awards Committee members for review.
- ❖ The Awards Committee will select the program(s) for recognition according to the qualifications criteria
- ❖ The Awards Committee shall notify the school and publish the results on the WTEA website.

- ❖ The award will be presented at the Awards Banquet or during a General Session at the annual conference. The association will provide complimentary banquet tickets for WTEA members receiving the award and one district/building administrator.

Notes:

- The recipient of this award will be nominated by the WTEA Board of Directors for ITEEA recognition the following year. The association's ITEEA representative will coordinate the nomination process between the WTEA nominee and the ITEEA. A school may choose not to be nominated for ITEEA recognition.
- See ITEEA Award Grant below.
- A worthy nominee that does not receive the award may be nominated by the awards committee for consideration the following year.

High School Program of the Year
“Outstanding High School Technology Education Program”

Overview

This award provides recognition to a high school that delivers an outstanding program which provides students with rigorous training and skill development in the areas and concepts of technology and engineering. The school's name will appear on the award along with the quote above. It is only given to one school annually. The committee can choose to award this to multiple high schools from the same school district if they are delivering comparable programs. The award will not be given if there are no suitable nominations.

Qualifications:

- ❖ The school must not have received this award within the past five years. Example: a school that receives the award in 2000 is eligible to receive the award again in the year 2005.
- ❖ The program curriculum should reflect state, national and/or industry standards.
- ❖ At least fifty-five percent of the technology education faculty must be members of the WTEA. At least one technology education staff member should have been a member the previous year.
- ❖ The nominee must submit a program portfolio which includes: school curriculum documentation, facility photographs, course descriptions, copies of newspaper clippings, testimonials, and one letter of recommendation from the principal or CTEC.
- ❖ The nominee must be willing to share successful activities, ideas, or projects in the WTEA Interface and present a sectional at an upcoming conference or other professional development event.

Procedures for Nomination and Selection

- ❖ Nominations will be requested through the WTEA Interface, the WTEA web site and at the annual membership meeting. The school can be nominated by a WTEA member, administrator, or CTEC.
- ❖ District Directors will be responsible for securing nominations from their district.

- ❖ All nominations should be sent to the committee chair or the Executive Director no later than November 15th.
- ❖ The committee chair will solicit additional information about the nominees. The Executive Director will verify the membership status of the nominees.
- ❖ Copies of nomination materials for eligible recipients will be shared with Awards Committee members for review.
- ❖ The Awards Committee will select the program(s) for recognition according to the qualifications criteria
- ❖ The Awards Committee shall notify the school and publish the results on the WTEA website.
- ❖ The award will be presented at the Awards Banquet or during a general session at the annual conference. The association will provide complimentary banquet tickets for WTEA members receiving the award and one ticket for a district/building administrator.

Notes:

- The recipient of this award will be nominated by the WTEA Board of Directors for ITEEA recognition the following year. The association's ITEEA representative will coordinate the nomination process between the WTEA nominee and the ITEEA. A school may choose not to be nominated for ITEEA recognition.
- See ITEEA Award Grant below.
- A worthy nominee that does not receive the award may be nominated by the awards committee for consideration the following year.

Community Service Award
“For Outstanding Achievement in Service Learning”

Overview

This award honors a school technology education club, class, or student organization who has used their knowledge and skills to provide valuable service to their local community.

Qualifications:

- ❖ The TEE educator (advisor) must be a current member of the WTEA
- ❖ The nominee must submit a portfolio that documents community services provided during the previous calendar (or school) year. The nominations shall include Name of School, supervising teacher(s), names of students involved, timeline, summary of activity's impact on local community, and budget.
- ❖ Documentation might also include student reflections, video clips, newspaper clippings, letters of recommendation/support from local community, planning calendars, etc.
- ❖ The class or group receiving this award must not have received it during the previous 5 years.
- ❖ The nominee must be willing to share successful activities, ideas, or projects in the WTEA Interface and provide a display in the annual conference Project Showcase.

Procedures for Nomination and Selection

- ❖ Nominations will be requested through the WTEA Interface, the WTEA web site and at the annual membership meeting. The school/group can be nominated by a the class instructor (advisor), a WTEA member, administrator, or CTEC.
- ❖ All nominations should be sent to the committee chair or the Executive Director no later than November 15th.

- ❖ The committee chair will solicit additional information about the nominees. The Executive Director will verify the membership status of the nominees.
- ❖ Copies of nomination materials for eligible recipients will be shared with Awards Committee members for review.
- ❖ The Awards Committee will select the program for recognition according to the qualifications criteria
- ❖ The Awards Committee shall notify the school and publish the results on the WTEA website.
- ❖ The award will be presented at the Awards Banquet or during a general session at the annual conference. The association will provide complimentary banquet tickets for WTEA members responsible for the service projects and one ticket for a district/building administrator.
- ❖ The award plaque will identify the name of the school receiving the award.

Section 2: Individual Awards

25 Year Award

Overview

The WTEA Board of Directors will recognize and honor members as they complete 25 (or more) years of service to education.

Procedures for Nomination and Selection

- ❖ The executive director tracks each member's years of service as part of the membership database.
- ❖ Members will receive this award during the spring of their 25th year (or later depending upon membership status). Qualifying members will be notified of their award prior to the annual conference
- ❖ Educators must be a current member to receive this award. Recipients of this award will be recognized at the annual awards banquet or during a general session at the annual conference. Banquet tickets must be purchased by the recipient. Those who are unable to attend will receive their award by mail.
- ❖ 25-year award winners will receive a certificate, watch or other appropriate item in recognition of their service to education. The Awards Committee will solicit a corporate sponsor to offset the cost for this award.

WTEA Inspire Award

“For Fostering Future Technology Educators”

Overview

This award was established to recognize Technology Education teachers who have served as an inspiration to their students resulting in them seeking to become Technology Education teachers.

Procedures for Nomination and Selection

- ❖ Nominations will be requested through the WTEA Interface, the WTEA web site and at the annual membership meeting. Nominations may also come from the WTEA Foundation based upon their scholarship applications.
- ❖ All nominations will be sent to the committee chair or the Executive Director no later than November 15th.
- ❖ The committee chair will solicit additional information about the nominees, if necessary. The Executive Director will verify the membership status of the nominees.
- ❖ Copies of nomination materials for eligible recipients will be shared with Awards Committee members for review.
- ❖ The Awards Committee will select educators for recognition according to the qualifications criteria.
- ❖ The Awards Committee shall notify the award winners and will publish the information on the WTEA website.

Qualifications

- ❖ Must be a current member of the WTEA and a licensed teacher of technology education or a licensed elementary teacher. Non-WTEA members from other instructional areas (math, science, etc.) who teach applied courses are also eligible for this award.
- ❖ Demonstrate a commitment to technology education, serve as a role model for students and colleagues

Notes:

- ❖ The award will be presented at the Awards Banquet or at a general session at the annual conference. The association will provide a complimentary banquet ticket to the WTEA member receiving the award.
- ❖ This award should not be given to an individual who has already received the Inspire Award.

WTEA Award of Excellence

“For Exemplary Achievement in Technology Education”

Overview

The WTEA Award of Excellence is awarded annually to recognize teachers for providing outstanding programs in technology education and technology related courses. These awards are to be presented to individual teachers or a group of teachers who work together to provide a specific program.

Procedures for Nomination and Selection

- ❖ Nominations will be requested through the WTEA Interface, the WTEA web site and at the annual membership meeting.
- ❖ District Directors will be responsible for securing nominations from their district
- ❖ All nominations will be sent to the committee chair or the Executive Director no later than November 15th.

- ❖ The committee chair will solicit additional information about the nominees, if necessary. The Executive Director will verify the membership status of the nominees.
- ❖ Copies of nomination materials for eligible recipients will be shared with Awards Committee members for review.
- ❖ The Awards Committee will select educators for recognition according to the qualifications criteria.
- ❖ The Awards Committee shall notify the award winners and will publish the information on the WTEA website.

Qualifications

- ❖ Must be nominated by a WTEA member, a CTEC, or an administrator
- ❖ Must be a current member of the WTEA and a licensed teacher of technology education or a licensed elementary teacher. Non-WTEA members from other instructional areas (math, science, etc.) who teach applied courses are also eligible for this award.
- ❖ Demonstrate a commitment to technology education, serve as a role model for students and colleagues
- ❖ Show a willingness to share successful activities, ideas, projects, or undertakings with colleagues.

Notes:

- ❖ The award will be presented at the Awards Banquet or at a general session at the annual conference. The association will provide a complimentary banquet ticket to the WTEA member receiving the award.
- ❖ This award should not be given to an individual who has already received the WTEA Educator of the Year Award. This award should not be given to an individual who has received the Program of the Year Award within the previous two years.

Technology Educator of the Year ***“For Outstanding Contributions to Technology Education”***

Overview

The Technology Educator of the Year Award is the most prestigious award for instructional excellence presented to an instructor by the WTEA.

Procedures for Nomination and Selection

- ❖ Nominations will be requested through the WTEA Interface, the WTEA web site and at the annual membership meeting.
- ❖ District Directors will be responsible for securing nominations from their district
- ❖ All nominations will be sent to the Secretary-Treasurer or the Executive Director no later than November 15th.
- ❖ The committee chair will solicit additional information about the nominees, if necessary. The Executive Director will verify the membership status of the nominees.
- ❖ Copies of nomination materials for eligible recipients will be shared with Awards Committee members for review.
- ❖ The Awards Committee will select one educator for recognition.

- ❖ The Awards Committee shall notify the award recipient and their immediate supervisor. Results will be published on the WTEA website.
- ❖ The recipient will be asked to present a sectional at the WTEA Conference.

Qualifications

The nominee must:

- ❖ Have not received this award before. A member may only receive this Award once during a career. This award was previously called “Man of the Year”.
- ❖ Be nominated by a WTEA member, a CTEC, or an administrator
- ❖ Be a current member of the WTEA and was a member in the WTEA for the preceding year.
- ❖ Be a certified teacher of technology education.
- ❖ Operate or provide leadership in an innovative, exemplary, or emerging program
- ❖ Promote the development of technology education in the community, region, state and/or nation
- ❖ Show a willingness to share successful activities, ideas, projects, or undertakings with colleagues.
- ❖ Exemplify professionalism by involvement in professional and community organizations.
- ❖ The award recipient will receive two complimentary banquet tickets. One for the award recipient and one for an administrator or colleague.

Notes

- The recipient of this award will be nominated by the WTEA Board of Directors for ITEEA recognition the following year. The association’s ITEEA representative will coordinate the nomination process between the WTEA nominee and the ITEEA. A nominee may choose not to be nominated for ITEEA recognition
- See ITEEA Award Grant below.
- This award should not be given to an individual who has received the WTEA Program of the Year Award or the Award of Excellence within the previous two years.

Section 3: Non-Member Awards

WTEA Special Recognition Award “For Service and Contributions to Technology Education”

Overview

This award is presented to business & industry professionals, school administrators, and educators from other subject areas in recognition of their service to the field of technology education.

Procedures for Selection and Recognition

- ❖ Nominations will be requested through the WTEA Interface, the WTEA web site and at the annual membership meeting.
- ❖ All nominations must be received by the Secretary-Treasurer or the Executive Director prior to the winter Awards Committee meeting.
- ❖ The Awards Committee will review the nominations and select appropriate recipients.
- ❖ More than one award may be given, but the number of awards shall not exceed the number of Award of Excellence recipients.
- ❖ The Awards Committee shall notify the award winners and will publish the results on the WTEA website.
- ❖ The award will be presented at the Awards Banquet.

Section 4: Awards from the WTEA Board

These awards are selected and given by the WTEA Board of Directors and do not require processing by the Awards Committee.

WTEA Leadership Award

“For Dedicated Leadership and Service to the WTEA”

Overview

This award is presented to association elected officers and members of the Board of Directors upon the conclusion of their term of service to the association

Procedures for Selection and Recognition

- ❖ The names of eligible award recipients will be forwarded to the Awards Committee chair or the Executive Director.
- ❖ The Awards Committee will review the list of eligible recipients and notify the award winners.
- ❖ The award will be presented at the Awards Banquet or during a General Session at the annual conference. Award results will be published on the WTEA website.

WTEA Lifetime Achievement Award

“For . . . in the field of Technology Education”

Overview

This award was created to recognize members who have gained prominence in technology education; made a major and sustained impact on technology education at the local and state level; advanced the profession through a sustained and recognized record of exemplary activity and/or improved instruction directly or indirectly.

Procedures for Nomination and Selection

- ❖ Award candidates must be nominated by a current member of the WTEA Board of Directors
- ❖ The nominee/applicant must provide a three page (maximum) personal profile that best describes all professional accomplishments and endeavors.
- ❖ The written nomination and the personal profile must be sent to the WTEA Executive Committee prior to the winter meeting of the Board of Directors.
- ❖ Printed copies of the nomination and personal profile will be distributed at the winter Board of Directors meeting.
- ❖ The recipient will be selected by majority vote of the board of directors.
- ❖ The Executive Director will notify the selected recipient.
- ❖ The award will be presented at the Awards Banquet or during a general session at the annual conference.

Qualifications

The award recipient must: have taught technology education; be a member of the WTEA; and have a minimum of 15 years experience in the field of technology education as an educator or education supervisor.

Notice

- ❖ This award will only be presented upon the nomination of appropriate candidates. It might not be presented annually.
- ❖ The Board reserves the right to adjust the criteria and conditions of this award to accommodate special circumstances.

Section 5: Other Awards and Recognition

Collegiate Professional Development Grant

Overview

It is the intent of the Wisconsin Technology Education Association to encourage and support professional development, and particularly those opportunities that align with the goals of WTEA. Toward reinforcing this intent, the WTEA has created the WTEA Collegiate Professional Development Grant. The annual grant is specifically designated for use by Wisconsin collegiate groups directly affiliated with the Technology Education profession.

Eligibility

- ❖ Recognized Collegiate Associations at a Wisconsin Institutions of Higher Education that align with the goals of the Wisconsin Technology Education Association.
- ❖ The completed application must be received by February 15th.
- ❖ The students involved must be current student members of the WTEA.

Selection Process

- a. All application materials must be accurate and complete.
- b. Application to support attendance at the WTEA Conference or other appropriate professional development event is limited to a maximum of \$500 per institution per school year.
- c. The collegiate association is in *good standing* with having fulfilled WTEA expectations associated with any past grants or funding to the collegiate group.

Award Procedure

- ❖ Applications will be reviewed by the Executive Director and require approval from the Executive Committee.
- ❖ Within 14 days following the funded event, representatives of the collegiate association will submit an article and photos for use in WTEA publications. These materials are to be submitted to both the WTEA Executive Director and the *Interface* Editor. The article and

photo(s) are to be submitted electronically.

National Office Candidate Grant

Overview

The WTEA will provide a \$250 grant to any current member of the association who runs for a national level office (ITEA, ACTE, etc.). The grant is intended to help with campaign expenses.

ITEEA Award Grant

The WTEA award recipients will receive a grant for the purpose of attending the ITEEA Conference to receive the correlating ITEEA award when nominated by the WTEA. The grant will only be awarded to educators who maintain their WTEA membership.

- The Educator of the Year will receive an amount equal to the ITEEA Early-Bird Registration fee.
- Up to four representatives of the High School Program of the Year will receive an amount equal to the ITEEA Early-Bird Registration fee.
- Up to two representatives of the Middle School Program of the Year will receive an amount equal to the ITEEA Early-Bird Registration fee.
- WTEA nominees for ITEEA elementary awards and other ITEEA awards and recognition events will also be eligible for this grant consistent with the above procedures and subject to approval by the Board.