

NOMINATION FORM



Office of Adult Education & Literacy

VIRGINIA ADULT EDUCATION AWARDS

EXCELLENCE IN TEACHING AWARD

STUDENT LEADERSHIP AWARD

PROGRAM LEADERSHIP AWARD

NOMINATION DEADLINE APRIL 1, 2002

The Office of Adult Education Awards honor outstanding practitioners and learners in adult education programs in Virginia. Candidates may be nominated by peers, supervisors, or administrators.

ELIGIBLE NOMINEES MUST BE

- Program administrators, teachers, volunteers, counselors, support staff members, or learners
- Affiliated with public adult education programs in Virginia—ABE, GED, ESOL, Work Force, Family Literacy
- Outstanding and/or uniquely contributing to their program

To submit a nomination, complete the nomination form, attach the required support documentation, and submit it by **4:30 pm, April 1, 2002** to

Anita Prince

Virginia Department of Education
Office of Adult Education and Literacy

PO Box 2120

Richmond, VA 23218-2120

If you have questions, please contact Anita Prince at 804-371-7852 or e-mail

aprince@mail.vak12ed.edu

Recipients and nominators will be notified by May 1, 2002

NOMINATION FORM

EXCELLENCE IN TEACHING AWARD

Nominee Information

(Please type or print the following information)

Name of Nominee: _____

Position or Title: _____

Organization/Agency: _____

Home Phone: _____

Home Address: _____

City, State, Zip: _____

Office Phone: _____

Office Email: _____

Nominator Information

Your Name: _____

Position or Title: _____

Home Phone: _____

Program Name: _____

Program Address: _____

City, State, Zip: _____

Office Phone: _____

Office Email: _____

References

Please include in the space provided the names, addresses and phone numbers of two people who can be contacted in support of this nomination. One reference from a student is strongly encouraged.

Name: _____ Name: _____

Address: _____ Address: _____

Position/Title: _____ Positions/Title: _____

Relationship to Nominee: _____ Relationship to Nominee: _____

Phone : _____ Phone _____

Email: _____ Email _____

NOMINATION FORM

Please answer each of the following using no more than one page double-spaced 12 pt for each answer:

- Why do you believe that your candidate should receive this award?
- Using several specific, detailed examples, describe the outstanding contribution(s) this individual has made to students, teachers, staff and/or the adult education community, particularly as they relate to instruction.
- What qualities does this individual possess that have enabled him/her to be so effective? Please provide examples.
- How long has the candidate been working in the adult education field? Provide any information you can about the candidate's past positions or contributions?
- How and for how long have you known the candidate?

NOMINATION FORM

PROGRAM LEADERSHIP AWARD

Nominee Information

(Please type or print the following information)

Name of Nominee: _____

Position or Title: _____

Organization/Agency: _____

Home Phone: _____

Home Address: _____

City, State, Zip: _____

Office Phone: _____

Office Email: _____

Nominator Information

Your Name: _____

Position or Title: _____

Home Phone: _____

Office Name: _____

Office Address: _____

City, State, Zip: _____

Office Phone: _____

Office Email: _____

References

Please include in the space provided the names, addresses and phone numbers of two people who can be contacted in support of this nomination. One reference from a student is strongly encouraged.

Name: _____ Name: _____

Address: _____ Address: _____

Position/Title: _____ Positions/Title: _____

Relationship to Nominee: _____ Relationship to Nominee: _____

Phone : _____ Phone _____

Email: _____ Email _____

NOMINATION FORM

Please answer each of the following using no more than one page double-spaced 12 pt for each answer:

- Why do you believe that your candidate should receive this award?
- Using several specific, detailed examples, describe the outstanding contribution(s) this individual has made to students, teachers, staff and/or the adult education community, particularly as they relate to leadership.
- What qualities does this individual possess that have enabled him/her to be so effective? Please provide examples.
- How long has the candidate been working in the adult education field? Provide any information you can about the candidate's past positions or contributions?
- How and for how long have you known the candidate?

NOMINATION FORM

STUDENT LEADERSHIP AWARD

Nominee Information

(Please type or print the following information)

Name of Nominee: _____

Location of Class Attended: _____

Local/Regional Program Represented: _____

Home Phone: _____

Home Address: _____

City, State, Zip: _____

Program Phone: _____

Program Email: _____

Nominator Information

Your Name: _____

Position or Title: _____

Home Phone: _____

Program Name: _____

Program Address: _____

City, State, Zip: _____

Program Phone: _____

Email: _____

References

Please include in the space provided the names, addresses and phone numbers of two people who can be contacted in support of this nomination. One reference from a student is strongly encouraged.

Name: _____ Name: _____

Address: _____ Address: _____

Position/Title: _____ Positions/Title: _____

Relationship to Nominee: _____ Relationship to Nominee: _____

Phone : _____ Phone _____

Email: _____ Email _____

NOMINATION FORM

Please answer each of the following using no more than one page double-spaced 12 pt for each answer:

- Why do you believe that your candidate should receive this award?
- Using several specific, detailed examples, describe the student's **academic** achievement, progress and work ethic; leadership in the classroom and among peers; any obstacles overcome; and goals or directions for the future.
- What qualities does this individual possess that would make him/her a role model for others? Please provide examples.
- How long has the candidate been involved with your adult education program? Provide any information you can about the candidate's past involvement with adult education programs?
- How and for how long have you known the candidate?