

# ITEEA Affiliate Representative Resource Book

## Section 4: Awards

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## AWARDS OVERVIEW

ITEEA's awards program is one tool that provides members the recognition they deserve, in addition to providing visibility for ITEEA. As an Affiliate Representative, your responsibility is to always be on the lookout for members in your state association that should be recognized. ITEEA is dependent on you to provide this important information.

Make yourself aware of the awards offered by the association, the deadlines for each (listed below), and come up with possible recipients for each award. Put your affiliate members in the national/international spotlight. Please submit at least one name per award per year.

<b>Award</b>	<b>Postmarked Deadline</b>
<b><i>Recognition</i></b>	
Request for Special Recognition Nominations	December 1
Sales Representative Excellence Award	December 1
<b><i>Student</i></b>	
\$1,000 FTEE Undergraduate Scholarship	December 1
\$1,000 Litherland/FTEE Undergraduate Major in Technology and Engineering	December 1
ITEEA/TECA College Student Leadership Award	December 1
Maley Spirit of Excellence Outstanding Graduate Student Citation	December 1
<b><i>Teacher</i></b>	
\$1,000 Maley/FTEE Technology Teacher Scholarship	December 1
\$2,000 Pitsco/Hearlihy/FTEE Grant for Excellence in Teaching Technology and Engineering Education	December 1
Distinguished Technology Educator Program Application	December 1
<b><i>State(Affiliate)</i></b>	
Teacher Excellence Awards (1 ea. ES, MS, HS)	December 1
Program Excellence Awards (1 ea: ES, MS, HS)	December 1
Outstanding Affiliate Rep Awards	February 15

## Special Recognition Nomination Form

Application form now online

<http://www.iteea.org/Awards/awardspecialrecognition.htm>

### Academy of Fellows

This is the highest recognition that the International Technology and Engineering Educators Association (ITEEA) can bestow upon any person. To qualify, the individual must have gained prominence in and brought honor to the profession of technology and engineering education. The recipient must be an ITEEA member. The awardee will be granted membership in the Academy of Fellows of the International Technology and Engineering Educators Association. Individuals will be considered based on:

- a) Leadership roles in ITEEA and other affiliate organization(s), and
- b) Presentations and professional development activities at local to international level, and
- c) Recognition by peers.

### Public Understanding of Technology and Engineering Award

This award shall be given to an individual who, while working in his/her field, has also contributed substantially to the public understanding of technology and engineering. Nominations are encouraged to identify candidates whose contributions have reached broad audiences and have a sustained record of contributing to the public understanding of technology and engineering. Nominations with support information should be submitted to ITEEA, screened by the Executive Committee, and approved by the Board of Directors. There are no award deadlines, nor does the award have to be presented on an annual basis.

### Lockette/Monroe Humanitarian Award

Given to an individual who is an ITEEA member and has promoted humanistic values while serving as a technology and engineering education professional on the national/international, state/province, or local level in one or more of the following areas:

- a) Developing social awareness,
- b) Preserving democratic and/or human dignity processes, and/or
- c) Maximizing the potential of individuals.

### Award of Distinction

This award is presented to an individual within technology and engineering education who has advanced the profession through a sustained and recognized record of exemplary professional activity. To qualify for the Award of Distinction, the individual must be an ITEEA member and have distinguished him/herself through accomplishments in:

- a) Improvement of Instruction, or
- b) Research and Scholarship, or
- c) Effective Teaching.

### Special Recognition Award

This award is presented to an individual who has established a sustained record of outstanding service to the field of technology and engineering education. To qualify for this award, the recipient must be an ITEEA member and have made a significant contribution to ITEEA or technology and engineering education. To be considered, individuals must meet one of the following criteria:

- a) Promoted technology and engineering education at any level (local to international) with a resulting impact, or
- b) Actively facilitated or participated in professional development for technology and engineering educators with a resulting impact, or
- c) Recognized at any level for outstanding service or achievement in technology and engineering education.

**Wilkinson Meritorious Service Award**

The Meritorious Service Award is presented to an ITEEA member worthy of commendation for service to the International Technology and Engineering Educators Association. To be considered, individuals must have provided continuous service to ITEEA and

- a) Affiliate Association(s) or
- b) The profession.

**Prakken Professional Cooperation Award**

This award is presented to an individual who, through teaching, research, and professional service, has promoted the field of technology and engineering education in collaboration with other fields of discipline. To qualify for this award, individuals should be involved with projects that collaborate with other disciplines, such as science, mathematics, marketing, management, etc. The recipient of the award may be from inside or outside of the field of technology and engineering education. Nominees do not need to be members of ITEEA.

**Sales Representative Excellence Award**

This award, sponsored by intelitek, Inc., is presented to a full time sales representative who has been in the technology and engineering education field for at least three years. It recognizes outstanding service, training, and follow-up support.

## **\$1,000 FTEE Scholarship**

### **Undergraduate Major in Technology and Engineering Education**

The Foundation for Technology and Engineering Educators (FTEE) announces the availability of a \$1,000 scholarship for an undergraduate student majoring in technology and engineering education teacher preparation. The award is based upon interest in teaching, academic ability and faculty recommendations.

#### **Eligibility Requirements:**

- Applicant must be member of the International Technology and Engineering Educators Association. (Membership may be enclosed with scholarship application).
- Applicant must not be a senior by application deadline.
- Applicant must be a current, full-time (as defined by the respective institution) undergraduate majoring in technology and engineering education teacher preparation.

#### **Application and Deadline:**

Send application package postmarked by **December 1** which consists of four sets of the following required items:

- Letter of application that includes statement about personal interest in teaching technology and engineering. Also include applicant's address with day and night telephone numbers.
- Applicant's resume or vita. Material should not exceed three pages and should identify career goals, current professional and college activities and achievements.
- A photocopy of applicant's college transcript. A grade point average of 2.5 or more (on a 4.0 scale) is required.
- Three faculty recommendations. Applicant must show support for application by having his/her professors and/or advisor provide letters of recommendations.

**NOTE:** If application is being made for multiple undergraduate scholarships, please indicate the scholarships you are applying for in the letter of application. Send **only one** application package.

#### **Mail to:**

**FTEE UNDERGRADUATE SCHOLARSHIP**  
***Foundation for Technology and Engineering Educators (FTEE)***  
***1914 Association Drive, Suite 201***  
***Reston, VA 20191-1539***

#### **Scholarship Presentation:**

The scholarship will be presented during the ITEEA conference awards banquet. The winner does not have to be present to receive the scholarship.

## **\$1,000 Litherland/FTEE Scholarship**

### **Undergraduate Major in Technology and Engineering Education**

The Foundation for Technology and Engineering Educators (FTEE) proudly announces the \$1,000 Litherland/FTEE Scholarship in honor of Dr. Les Litherland. The scholarship is for an undergraduate student majoring in technology and engineering education teacher preparation. The award is based upon interest in teaching, academic ability, need and faculty recommendations.

#### **Eligibility Requirements:**

- Applicant must be member of the International Technology and Engineering Educators Association. (Membership may be enclosed with scholarship application).
- Applicant must not be a senior by application deadline.
- Applicant must be a current, full-time (as defined by the respective institution) undergraduate majoring in technology and engineering education teacher preparation.

#### **Application and Deadline:**

Send application package postmarked by **December 1** which consists of four sets of the following required items:

- Letter of application that includes statement about personal interest in teaching technology and engineering. Also include applicant's address with day and night telephone numbers.
- Applicant's resume or vita. Material should not exceed three pages and should identify career goals, current professional and college activities and achievements.
- A photocopy of applicant's college transcript. A grade point average of 2.5 or more (on a 4.0 scale) is required.
- Three faculty recommendations. Applicant must show support for application by having his/her professors and/or advisor provide letters of recommendations.

#### **Mail to:**

**LITHERLAND/FTEE SCHOLARSHIP**  
***Foundation for Technology and Engineering Educators (FTEE)***  
***1914 Association Drive, Suite 201***  
***Reston, VA 20191-1539***  
***703/860-2100, FAX 703/860-0353***

#### **Scholarship Presentation:**

The scholarship is presented during the annual ITEEA conference. The winner does not have to be present to receive the scholarship.

## **ITEEA/TECA COLLEGE STUDENT LEADERSHIP AWARD**

This is the highest honor given to a TECA/ITEEA student member. It is based upon outstanding dedication to ITEEA and TECA, academic achievement, and professional involvement. The award is limited to one college student per year who has attained prominence in ITEEA and TECA at the international level through voluntary contribution of his/her time and talents. The individual must have made unique contributions to the international organization through committee efforts, served in an appointed or elected office, plus have shown exemplary leadership ability through local affiliated chapter activities. In addition, the recipient should have displayed high academic standards (minimum of 3.0 on a 4.0 scale). The award need not be given every year and may be received only once by an individual.

**For further information, contact Rod Thompson, University of Wyoming – Casper,**  
[RodT@uwyo.edu](mailto:RodT@uwyo.edu)

## **DONALD MALEY SPIRIT OF EXCELLENCE OUTSTANDING GRADUATE STUDENT CITATION**

The Foundation for Technology and Engineering Educators (FTEE) proudly supports the Donald Maley Spirit of Excellence Outstanding Graduate Student Citation. The citation, which is named for Dr. Donald Maley, one of the profession's "Distinguished Fellows" and a founder of the Foundation for Technology Education, recognizes excellence in graduate level scholarship and leadership potential.

Each Institutional Member may choose one outstanding graduate student from their program to be recognized at the ITEEA annual conference. The recognition ceremony is a feature of the Foundation for Technology and Engineering Educators (FTEE) Maley Spirit of Excellence Breakfast.

Requirements: Only ITEEA Institutional Member universities will be eligible to participate. Graduate students must be ITEEA professional or life members at the time their name is submitted and at the time of the award. Graduate students must be enrolled in the institution's graduate program at the time of nomination. Graduate students will be required to submit a design activity or lesson/unit plan (to be published) to teach some aspect of technology and engineering education. Recipients are encouraged to attend the ITEEA conference and participate in the *Teaching Technology and Engineering Showcase* featuring their activity or plan. The Institutional Member will designate the student to be honored.

### **A. Benefits to the Student**

1. A plaque that cites their excellence in graduate scholarship.
2. Recognized at an official ceremony.
3. Recognition from members of the profession (at institution, nationally and internationally).
4. Shares work with the profession through potential publication.
5. Receives a \$100 stipend to assist with conference expenses, including the FTEE Breakfast (forwarded after conference attendance is confirmed.)
6. Increases potential to have an annual conference experience.
7. Participates in conference session through the *Teaching Technology and Engineering Showcase* (form enclosed).

### **B. Benefits to Institutional Member**

1. Receives recognition through student being honored.
2. Conference experience strengthens their students.
3. Allows institution to feature one of their top students.
4. Gains visibility with other potential students.
5. Creates good will between student and his/her institution.
6. Recognized at ceremony honoring their student.
7. Student is launched as a potential leader at an important time in their career.

### **C. FTEE/ITEEA will**

1. Evaluate the student's work for publication.
2. Provide further recognition for the student and university through a listing in *The Technology and Engineering Teacher* and FTEE Breakfast program.
3. Add services to the institutional membership.
4. Recognize graduate students at an important time in their career.

**Maley Spirit of Excellence Outstanding Graduate Student  
Nomination Form**

The Department of \_\_\_\_\_ at

\_\_\_\_\_  
(Name of Institution)

\_\_\_\_\_  
(Signature of Department Representative)

nominates the following graduate student for the **Donald Maley Spirit of Excellence Outstanding Graduate Student Citation**.

\_\_\_\_\_  
Full Name (to be used on plaque)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

\_\_\_\_\_ will be in attendance.

(Student's Name)

at the Maley Spirit of Excellence Breakfast" sponsored by the Foundation for Technology and Engineering Educators (FTEE) at the ITEEA Annual Conference.

\_\_\_\_\_ will be unable to attend.

(Student's Name)

Student Bio (To be used for introduction and in print. Please include awards and achievements.) Feel free to use the back of this page if more space is needed.

**Please attach design activity or lesson/unit plan to this form and mail as soon as possible to:** Foundation for Technology and Engineering Educators (FTEE), Outstanding Graduate Student Award, 1914 Association Drive, Suite 201, Reston, VA 20191-1539. Deadline is **December 1**.

**Do not forget to enclose the Permission to Publish and Teaching Technology and Engineering Showcase forms.**

## **Maley Spirit of Excellence Outstanding Graduate Student Permission to Publish**

The International Technology and Engineering Educators Association would like permission to print your design activity or lesson/unit plan,

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Title

in an upcoming issue of our journal, *The Technology and Engineering Teacher*, or in one of ITEEA's other publications. We would also like to be able to use any photographs or drawings that were used with the activity/plan. They will be returned to you after the article is printed.

Please sign below and return this form with the activity/plan and nomination form.  
To the best of my knowledge all work submitted is original or has been properly referenced.

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Signature

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Date

## **Submission Guidelines for Maley Spirit of Excellence Outstanding Graduate Student Citation**

The design activity or lesson/unit plan must be submitted in the following format:

1. Maximum length should be no more than 4 typewritten, double-spaced pages. Submit only unpublished, original manuscripts. Titles—five word maximum.
2. All sources must be referenced. Please attach a reference list (in alphabetical order) at the end of your article. References should follow *The Technology and Engineering Teacher* style. For more guidelines in preparing references, see the *Publication Manual* of the American Psychological Association, Fourth Edition (1994).
3. Black and white or color photos are acceptable. Please do not send slides. All photos and drawings will be returned after printing.
4. Submit 2 hard copies in addition to one copy on disk. Format should be Microsoft Word.
5. Label all parts with your name and address, including photos and illustrations. Include both school and home addresses and phone numbers.
6. Your work is protected by copyright laws. ITEEA will hold the copyright to your article in order to facilitate reprinting and republishing in the future. If you wish to have your article printed elsewhere, you need to secure permission from ITEEA and include a credit line on the first page of the article.

Share your best technology and engineering education activity with us by participating in the ITEEA *Teaching Technology and Engineering Showcase* at the upcoming Annual Conference.

## DISTINGUISHED TECHNOLOGY EDUCATOR CITATION

ITEEA's Distinguished Technology Educator (DTE) designation is a coveted mark of distinction in technology and engineering education. It recognizes technology and engineering educators who have demonstrated a high level of competence and conscientiousness in the field of technology and engineering education.

### Objectives

- To encourage a continuing program of professional development for technology and engineering educators.
- To encourage self-assessment by offering guidelines for achievement in the profession.
- To recognize educators who have demonstrated a high level of competence and conscientiousness in technology and engineering education over a substantial period of time.

### Benefits

- Increased respect and recognition by members in the profession.
- Increased professional credibility.
- Increased self-esteem.
- Increased ability to compete in the job market.
- Increased remuneration and job benefits.

**DTE Overview** (<http://www.iteea.org/Awards/awarddte.htm>)

ITEEA created the Distinguished Technology Educator (DTE) program to provide a means for recognizing outstanding performance and accomplishments in the field of professional technology and engineering education. As one of the highest honors for professional achievement in technology education, the DTE designation recognizes the attainments of technology and engineering educators.

Consideration for the award is based upon documented evidence of leadership/management skills, continuing participation in association education programs, and demonstration of leadership in association, community, and personal activities.

The Distinguished Technology Educator program acknowledges the essential principles of adult learning. It incorporates into the process recognition and credit for work experiences and other accomplishments. The program recognizes those areas of technology education the DTE Board has determined to be most reflective of successful professional attainment.

For more information on the Distinguished Technology Educator program contact the International Technology and Engineering Educators Association, 1914 Association Drive, Suite 201, Reston, VA 20191-1539; (703) 860-2100; fax (703) 860-0353; [iteea@iteea.org](mailto:iteea@iteea.org).

### Eligibility

To be eligible for consideration, technology and engineering educators must:

1. Have at least **10 years experience** as a full time technology and engineering educator prior to the date of application **and** have **10 consecutive years** of member in ITEEA **and** hold a **current membership** at the time the DTE is awarded.
2. Hold at least a bachelor's degree in technology and engineering education from an accredited institution of higher education.
3. Possess acceptable ability, character, and reputation.
4. Pledge in writing to adhere to the ITEEA policy, "This We Believe."

5. Be employed, at the time of application, in a position in technology and engineering education.
6. Have served actively on at least one ITEEA committee in the five years prior to application.
7. Donate \$100 (tax deductible) to the Foundation for Technology and Engineering Education (FTEE) to be used for educational programs. **Donation must accompany application. Note - If your DTE application is rejected, you do not get your FTEE donation back.** This is a one-time donation regardless of the number of times you apply.
8. Have been a member of an affiliated association for the five most recent years and maintain (hold) current membership.

### Procedures for Earning the DTE Designation

STEP 1: Complete the online [DTE Personal Data Application Form](#). Save the form to your hard drive so you can continue to work on it until completed.

- Read the entire Personal Data Application Form first for eligibility requirements.
- If extra space is needed, use blank pages at the end of the application. Identify each blank page with the division number and section number(s) of the Personal Data Application Form item(s) to which the information relates.
- Wherever there is a question of accuracy (dates for example) always qualify with "about" or "approximately," but use these notations only when necessary. Do not use alphabetical abbreviations, e.g. IDA.
- Do not duplicate information on the Personal Data Application Form. If you include information in one place, do not repeat it elsewhere on the form.
- Fill in all applicable point totals on each page as well as on the Score Sheet.
- To be eligible for consideration, a minimum of 650 points must be earned for K-12 classroom teachers and supervisors/administrators, and 950 points must be earned for higher education personnel (depending upon employment classification).
- NOTE: Be accurate and factual in each response. Provide complete information on all items. Remove all guesswork. It is to your advantage to be thorough. When a maximum point total is indicated, DO NOT EXCEED IT on the score sheet.
- Read and check the pledge to adhere to ITEEA's *This We Believe*.
- Save transcripts or a copy of your diploma as a PDF file that can be uploaded along with the Personal Data Application Form during the electronic submission process (Step 2). Recheck all items on the Personal Data Application Form carefully before going to Step 2 in the process.

STEP 2: Complete the [DTE Electronic Submission](#).

- Browse your hard drive and upload your completed DTE PERSONAL DATA APPLICATION FORM, along with transcripts or copy of diploma.

Fill out credit card information to donate \$100 to the Foundation for Technology and Engineering Educators (FTEE)

- Click the "Submit DTE Files" button to upload your files. Only click the button once. Wait until you see the "Thank You" page.

### **Use of DTE Designation**

As a Distinguished Technology Educator (DTE), the technology and engineering educator may use the DTE designation following his or her name on letterhead, business cards, and other forms of address.

### **Revocation of DTE**

Designation recognition may be revoked for failure to abide by ITEEA's "This We Believe" Code providing the technology and engineering educator is notified of the views of the complainant and offered a hearing by the DTE Board. This notice shall be given in writing at least 30 days in advance of the hearing.

### **Administration**

Responsibility for administering the DTE program rests with the DTE Board, appointed by the president of the ITEEA Board of Directors. Members of the DTE Board serve a five-year term, with one member's term expiring each year.

The president of ITEEA or a designee serves as secretary and is responsible for the implementation of the policies established by the DTE Board.

The DTE Board has no authority in determining who shall engage in technology and engineering education. Non-recognition does not indicate the person is unqualified to practice technology and engineering teaching, only that such a person has not fulfilled the DTE requirements or applied for the recognition.

The term technology is used throughout this document; however, an area of study identified by a different title that encompasses the study of industry, technology, and engineering in education may be substituted.

All documents and data submitted for the DTE recognition by an applicant are kept confidential prior to final notification of the award.

For more information on the Distinguished Technology Educator program contact the International Technology and Engineering Educators Association, 1914 Association Drive, Suite 201, Reston, VA 20191-1539; (703) 860-2100; fax (703) 860-0353; [iteea@iteea.org](mailto:iteea@iteea.org).

***Important Notice: Do not use any information or forms that were developed and or revised prior to May, 2008.***

## **\$1,000 Maley/FTEE Scholarship Technology and Engineering Teacher Professional Development**

The Foundation for Technology and Engineering Educators (FTEE) proudly announces the \$1,000 Maley/FTEE Technology and Engineering Teacher Scholarship in honor of Dr. Donald Maley. Its purpose is to support teachers in their preparation to increase the positive outcomes of technology and engineering education. Criteria include: (1) evidence of teaching success, (2) plans for action research, (3) recommendations, (4) plans for professional development, (5) the applicant's need.

### **Eligibility:**

- Applicant must be a member of the International Technology and Engineering Educators Association.  
(Membership may be enclosed with scholarship application).
- Applicant must be a technology and engineering teacher at any grade level who is beginning or continuing graduate study.

**Application and Deadline:** Applicant must send an application package postmarked by **December 1**, that consists of four sets of the following required items:

- Letter of application with clear explanation of: (a) plans for graduate study, (b) plans for action research, (c) the applicant's need and (d) identification details -- school name, grade level, address, telephone and home address.
- Applicant's resume not exceeding four pages that describes current position, professional activities and achievements.
- Applicant's official college transcript(s).
- Documentation of acceptance into graduate school.
- Three recommendation letters from among the following: undergraduate faculty, graduate faculty and school administration.

### **Mail to:**

**MALEY/FTEE SCHOLARSHIP  
Foundation for Technology and Engineering Educators (FTEE)  
1914 Association Drive, Suite 201  
Reston, VA 20191-1539  
703/860-2100 FAX 703/860-0353**

**Scholarship Presentation:** The scholarship is provided directly to the teacher and will be presented during the International Technology and Engineering Educators Association's annual conference.

## **\$1,000 Pitsco/Hearlihy/FTEE Grant for Excellence in Teaching Technology and Engineering**

The Foundation for Technology and Engineering Educators (FTEE) in cooperation with Hearlihy & Company proudly announces the \$1,000 Pitsco/Hearlihy/FTEE Grant for Excellence in Teaching Technology and Engineering in honor of Tom and Mary Hearlihy. The grant is for a technology and engineering teacher at any grade level (K-12). Its purpose is to recognize and encourage the integration of a quality technology and engineering education program within the school curriculum. Criteria include: (1) evidence of an effective quality technology and engineering education program, (2) documented success in the integration of technology and engineering education with other academic subjects, and (3) plans for professional development via the anticipated grant.

### **Eligibility Requirements:**

- Applicant must be a member of the International Technology and Engineering Educators Association. (Membership may be enclosed with scholarship application).
- Applicant must be a technology and engineering teacher at any grade level (elementary or secondary) who is successfully integrating technology and engineering education within the school curriculum. (Applicant above the elementary school level must be a technology or engineering teacher.)

**Application and Deadline:** Applicant must submit an application package postmarked by **December 1**, that consists of four sets of the following required items:

- Letter of application with clear explanation of: (a) the technology and engineering education program, (b) how technology and engineering education is integrated with other academic subjects, (c) plans for using the grant, and (d) identification details -- school name, grade level, address, telephone and home address.
- School-based curriculum materials and/or 5 to 10 minute video illustrating how technology and engineering education is integrated with other academic subjects in the school.
- Three letters of recommendation which confirm the success of integrating technology and engineering education with other subjects. One letter must be from the principal and at least two from other academic teachers.

### **Mail to:**

**Pitsco/Hearlihy/FTEE Grant for Excellence in Technology and Engineering Teaching  
Foundation for Technology and Engineering Educators (FTEE)  
1914 Association Drive, Suite 201  
Reston, VA 20191-1539  
703/860-2100 FAX 703/860-0353  
[orders@iteea.org](mailto:orders@iteea.org)**

**Grant Presentation:** The grant is provided directly to the teacher and will be presented during the annual conference of the International Technology and Engineering Educators Association.

## OUTSTANDING AFFILIATE REPRESENTATIVE AWARD

The purpose of the Outstanding Affiliate Representative Award is to recognize the efforts of the individuals designated to work with both your association and ITEEA in communicating the activities of both associations.

**There is no limit to the number of individuals who can be nominated or to the number who can win in a Region.** *The Regional Director is responsible for making the nominations*, so keep your Regional Director informed of your involvement and activities.

Winners will receive a certificate of award and if a sponsor for the award is obtained, the winners can receive reimbursement for conference pre-registration for the annual conference that year.

**ITEEA Regional Director Criteria for Selecting  
Outstanding Affiliate Representative  
(sample, used by Region Director)**

Affiliate Representative's Name \_\_\_\_\_

Region \_\_\_\_\_ State or Province \_\_\_\_\_

***Each question is worth of 1 point. Maximum number of 15 points possible.  
To receive the Outstanding Affiliate Representative Award, individuals must receive at least a total  
of 12 points***

**Membership & Recruitment Services**

1. The Affiliate Representative has sent you the names of the team which assisted with membership activities within their state? (yes, no)
2. The Affiliate Representative has sent you examples (digital photographs) of their recruitment effort (booth, etc.) used to showcase ITEEA services at the affiliate state conference? (yes, no)
3. The Affiliate Representative submitted evidence that membership rosters were checked for accuracy? (yes, no)
4. The Affiliate Representative forwarded Teacher and Program Excellence winners to the appropriate ITEEA Award Chairperson? (yes, no)
5. The Affiliate Representative used the promotion materials found in the ITEEA "CARE" package? (yes, no)

**Public Information Responsibilities**

6. Did the Affiliate Representative inform you of any state affiliate officer changes that may have occurred during the school year? (yes, no)
7. Did the Affiliate Representative show evidence that scholarship information was communicated to the affiliate before the December 1 deadline? (yes, no)
8. Does the Affiliate Representative have a promotional press release that they use naming the local professionals who attended the ITEEA annual conference and the role they played? (yes, no)
9. Did the Affiliate Representative show evidence of promoting the ITEEA Conference Annual *Teaching Technology and Engineering Showcase* to local Affiliate Association Members? (yes, no)
10. Did the Affiliate Representative submit names and credentials for ITEEA awards in a timely manner? (yes, no)

**Governmental Responsibilities**

11. Did the Affiliate Representative communicate concerns and suggestions from their Affiliate Association Members about the ITEEA? (yes, no)
12. Did the Affiliate Representative submit a list of possible candidates names for ITEEA Board of Directors annual fall election? (yes, no)
13. Did the Affiliate Representative submit a list of names interested in serving on ITEEA Committees or Task Forces? (yes, no)

**Overall Leadership**

14. In your opinion, this Affiliate Representative is an active ambassador for both their Affiliate and ITEEA? (yes, no)
15. In your opinion, would you want this person to be an Affiliate Representative for your state/province association? (yes, no)

**All \* items must have been completed before the Affiliate Representative can be recognized as "outstanding."** All names should be submitted to the Executive Director by **February 15** in order for the Certificate of Recognition to be available for presentation at the conference. (FOR BOARD USE ONLY)