

Spring 2007

ACTE BUSINESS EDUCATION DIVISION STUDENT ORGANIZATION AWARDS

Please share with all potential nominators

There are many students who are involved with career and technical education student organizations and are excellent candidates for national recognition. However, it takes someone to recognize this and to nominate these students. If you are a **current member** of the **Business Education Division of ACTE** you may nominate a student for the Student Organization Awards. **Your current membership number must be on the nomination form and will be verified.**

We will recognize secondary and post-secondary students who exceed a minimal rating for these awards. One award will be given for each region of ACTE for the secondary level and one for the post-secondary level. Please feel free to make copies of the application to share with other professionals, or contact the committee chair for additional copies.

Colleen Hunt
Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146
colleen.hunt@iowa.gov
Work: 515-281-0319
Fax: 515-281-6544

Thank you for your support of student organizations.

ACTE BUSINESS EDUCATION DIVISION OUTSTANDING BUSINESS EDUCATION STUDENTS AWARDS

CRITERIA

This award is designed to provide recognition to five secondary and five post-secondary outstanding students who have demonstrated leadership potential through enrollment in business courses and involvement in career and technical student organization activities as well as the school and community.

ELIGIBILITY

Secondary or post-secondary students must be nominated by a member of the Business Education Division of the Association for Career and Technical Education (ACTE). The nominee must be a local, state, and national student member of Business Professionals of America, Future Business Leaders of America-Phi Beta Lambda, or Pi Omega Pi at the time of the nomination. The students must be enrolled in school through December of the school year of nomination and must not possess a baccalaureate degree prior to that December. One secondary and one post-secondary student per ACTE region will be recognized.

REGULATIONS

1. The award entry form and supporting documentation for the nomination must be postmarked no later than June 1 of the current school year.
2. Members of the student organization committee of the Business Education Division of ACTE will screen the materials of the nominees.
3. Notification to the recipients of the award will be made by October 15 of the following school year.
4. The recipients of the award will be recognized at the opening session of the Business Education Division at the annual ACTE Convention in December of the school year following nomination. The recipients will be responsible for all travel expenses if they attend the ACTE convention. Attendance at the ACTE Convention by the recipients is not mandatory to receive recognition.
5. All materials must be typewritten. The following must be submitted in **one letter-size manila folder** by the postmark deadline of June 1:
 - Five copies (original and/or copy) of the rating sheet with nominee information block completed.
 - Five copies (original and/or copy) of the completed entry form.
 - Five copies (original and/or copy) of a **one-page letter** of application for the award from the nominee.
 - Five copies (original and/or copy) of a brief (**not to exceed two pages**) resume of the nominee.
 - Five copies (original and/or copy) of a **one-page** essay written by the nominee outlining his/her success and future career plans, and how involvement in business courses and a career and technical student organization has enhanced the student's leadership and professional development.
 - Five copies (original and/or copy) of one letter of recommendation (**not to exceed one page**) from the nominee's business education teacher or career and technical student organization local or state advisor.
 - The above materials should be **paper clipped into five sets**. One copy of each document makes up a set.
6. Photographs are not allowed. No other materials will be accepted. Materials will not be returned.
7. The nomination materials should follow the same sequence given on the rating sheet. If information is not available for a particular criterion, include a statement to that effect.
8. Judges must deduct 1 to 10 points from the scores of nominees who submit materials by the stated deadline but do not

adhere to the award guidelines for the submission of proper materials.

9. Nominees failing to submit the proper materials by the stated deadline will be disqualified.
10. The letter of application, resume, and essay must be prepared by the student member -- not teachers or advisors. Teachers or advisors should serve as consultants to ensure that these materials are well organized, contain substantiated statements, and are written in a business style.

PROCEDURE

Criteria for selection of the nominee should include:

- Business course(s) or program(s) in which the student is currently enrolled or has completed.
- Years of participation in career and technical student organization activities.
- Extent of participation in conferences sponsored by the local, state, and national associations of the career and technical student organization.
- Officer and committee chair positions held in the career and technical student organization.
- Participation in school and community activities.
- Awards and honors received.
- Career plans.

The materials submitted should address the above criteria.

JUDGING

There will be a panel of judges from the student organizations committee of the Business Education Division of ACTE. Judges will use the rating sheet attached to these guidelines to evaluate the materials submitted by the nominee. **Students must achieve an average rating from the judges of at least 70 points to receive the award.** All judges' decisions are final.