

MEMORANDUM

TO: North Dakota SkillsUSA Advisors
North Dakota Career and Technical Education Administrators

FROM: Clarke Molter, State SkillsUSA Director

DATE: October 30, 2009

SUBJECT: 2009-10 SkillsUSA Advisor of the Year Information and Materials

Attached are the materials and directions needed to begin the process of selecting the 2009-10 North Dakota SkillsUSA Advisor of the Year, who will also have the opportunity to compete for National SkillsUSA Advisor of the Year.

- Step #1 Copy and distribute the application throughout your school to nominate an advisor for North Dakota SkillsUSA Advisor of the Year (high school and/or college/postsecondary).
- Step #2 Send the name and appropriate paperwork for the nominee to Clarke Molter at the State Office by **November 24, 2009**.
- Step #3 The North Dakota Advisor of the Year will be selected and forwarded to the Regional Committee. Each regional representative will form a selection committee to review and select a Regional Advisor of the Year. **(Note: Each state is eligible to submit both a high school and a college/postsecondary nominee. No region will select its own regional winner).**
- Step #4 Regional winners will be notified and invited to attend the 2010 SkillsUSA National Leadership and Skills Conference (NLSC) in Kansas City, Missouri, in June 2010. There will be one winner per region. The winner could be either high school or college/post-secondary.
- Step #5 During the NLSC, the regional winners will be interviewed by a selection committee comprised of state association directors, national staff, members of the board, and industry representatives.
- Step #6 All regional winners will be introduced and recognized at the Opening Ceremony on Tuesday evening during the NLSC. The National Advisor of the Year will then be announced during the event. The winner could be either high school or college/postsecondary.

Please note the following deadlines:

- Nominations must be submitted to the State Office *no later than* **November 24, 2009**. The attached rating form and evaluation rubric will be used by state and regional representatives in the selection process.
- The State Office will submit the State winner's paperwork to the National Office by **December 1, 2009**. The National Office will distribute applications (grouped by region) to the regional representatives.
- The regional representatives' selections of the five regions will be submitted to national staff during the state association director officers' winter meeting in **January 2010**.
- Formal recognition and selection of the National Advisor of the Year will take place at the NLSC in **June 2010**.

NOMINATOR'S INSTRUCTIONS

Nominator should submit to his/her State SkillsUSA Director:

- Nomination form.
- One page narrative-style biography of the nominee (one page, single-spaced).
- One page accomplishments or résumé.
- Three letters of support or recommendation (maximum)
More than three (3) letters will disqualify the nominee.
Note: Information provided in letters of support weighs heavily in evaluation.
- State Director letter of support indicating the nominee is the “official” nominee.
The State Director's letter does not count as one of the three letters of support/recommendation.
- A color portrait (head and shoulders shot in SkillsUSA attire) of the nominee.
Portrait may be submitted in digital format.
- No additional materials will be accepted.

The State SkillsUSA Director will then submit the nomination materials to Jeri Widdowson, Chair of the State Directors Association.

Special Note: The procedure for the final selection of the National Advisor of the Year is as follows:

1. After all nominations from the individual states are received as instructed above, they are separated by region.
2. The nominations are then sent to Regional Representatives of the State Directors Association (representatives receive different regions each year).
3. The regional representative then forms a review committee to select a regional winner. The attached rating form and evaluation rubric will be used by regional representatives in the selection process.
4. Regional winner names are returned to the Chair prior to or at the State Directors Association Board of Directors in January.
5. Regional winners are interviewed at the National Leadership and Skills Conference, and an overall national winner is selected.

Criteria

This award will be presented to secondary and/or postsecondary educators involved in technical, skilled, and service occupations, including health occupations courses, and who have achieved prominence at local, state or national levels. One such award will be presented annually.

Eligibility

Eligible individuals are individuals who are currently employed by high schools, postsecondary institutions, career centers, area career and technical schools, etc. Contributions and achievements on which the nomination is based should have been made within the past ten years. The nominee must be a paid SkillsUSA professional member.



**NOMINATION FORM
NATIONAL ADVISOR OF THE YEAR**

Region: IV

Name of Nominee: _____

Home Address: _____

City/State/Zip: _____

Home Telephone: _____ Home E-Mail: _____

Current Job Title: _____ CTE Subject Area: _____

Current paid member of SkillsUSA: (Please circle) Yes No

School Name: _____

School Address: _____

City/State/Zip: _____

School Telephone: _____ School E-Mail: _____

Number of Years as a SkillsUSA Advisor: _____

Nominator's Name: _____

Nominator's Title: _____

Nominator's Address: _____

City/State/Zip: _____

Home Telephone: _____ Office Telephone: _____

E-mail Address: _____

State Director E-mail Address: cmolter@nd.gov

Outstanding SkillsUSA Contributions and Achievements of Nominee

Describe in the space provided the contributions and achievements of the nominee that have advanced SkillsUSA in the nominee's state, region and/or nation. You may also describe how the nominee has advanced career and technical education in his/her occupational area. Please use this sheet. Answers may be supplemented on a single-spaced, 8 ½" x 11" page. Please use the Times font – 12 point type. Use front of page only.

Accomplishments or Résumé of Nominee

Please use this sheet. Answers may be supplemented on a single-spaced, 8 ½" x 11" page. Please use the Times font – 12 point type. Use front of page only.

Significant Positions held: (in education or SkillsUSA)

Honors and/or Recognitions:

Professional Memberships: (include offices held)

Civic, Fraternal Activities, etc.

Other specialized SkillsUSA activities, such as community service, safety projects, or any other activity above and beyond the call of duty:

Rating form (for State/Regional use)
SkillsUSA Advisor of the Year



Nominee evaluated: _____

Criteria	Possible points	Points Scored
Outstanding SkillsUSA contributions and accomplishments	20	
Significant positions held	10	
Honors and/or recognitions	15	
Professional memberships (include office held)	10	
Civic, fraternal activities, etc.	15	
Other specialized SkillsUSA activities Such as community service, safety projects, or other	20	
Letter of Recommendation (Three letters, plus state director's letter)	10	
Total points possible	100	

Evaluated by: _____

Date: _____

SkillsUSA Advisor of the Year

Nominee evaluated: _____

Outstanding SkillsUSA contributions and accomplishments

4	8	12	16	20
Basic related, minimal		Wide range and ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Significant positions held (in education or SkillsUSA)

2	4	6	8	10
Basic related, minimal		Wide range and ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Honors and/or Recognition

3	6	9	12	15
Number of awards		Range of awards community recognition		Many stand-out awards highest honors

Professional Membership

2	4	6	8	10
Basic related, minimal		Wide range of activities, ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Civic, Fraternal Activities, etc.

3	6	9	12	15
1 or 2 activities involving limited time/effort		Expanded range of involvement valuable learning experiences		History of service; long-term personal career goals

Other specialized SkillsUSA activity, such as community service, safety project or other

4	8	12	16	20
Basic related, minimal		Wide range of activities, ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Comments by evaluator: _____

Evaluated by: _____

Date: _____