

# ADULT EDUCATION ADMINSTRATOR AWARD

Presented by  
WEST VIRGINIA ADULT EDUCATION ASSOCIATION, INC.

## AWARD GUIDELINES

Nominations are being accepted by the Awards Committee of the WVAEA for the annual presentation of the **Adult Education Administrator Award**. The award selection will be based upon the following guidelines:

1. Nominee shall be gainfully employed in a WV Adult Education program as administrator (County Director, Coordinator, or Supervisor, Principal, Regional Coordinator, RESA State Support Staff, Member of the State Staff).
2. Nominee should be dedicated to the development, improvement, promotion, and progress of Adult Education in the state of West Virginia.
3. Nominee must have demonstrated outstanding work in the areas of staff development, publicity, program evaluation, and/or student recruitment activities.
4. Nominee should be an active, professional member of the West Virginia Adult Education Association, WV Vocational Association, and/or other state professional associations.

## PROCEDURES FOR NOMINATING CANDIDATES

- Nominations to be considered must be postmarked on or before **September 1, 2010**.
- The Awards Committee will consider all nominations and make the final selection.
- The Awards Committee reserves the right not to make an award if, in the judgment of the Committee, no worthy candidates are nominated.

**\*\*NOTE: New guidelines stipulate that the person who is submitting an award nomination must notify the nominee's direct supervisor/administrator/teacher/tutor of the nomination. The award nomination will not be considered without the nominee's immediate supervisor being notified of the nomination.**

## APPLICATION FOR THE ADULT ADMINISTRATOR AWARD

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

LENGTH OF EMPLOYMENT \_\_\_\_\_

IN ADULT EDUCATION: \_\_\_\_\_ WHERE? \_\_\_\_\_

MEMBERSHIP IN STATE PROFESSIONAL ORGANIZATION (check)

WVAEA     WVVA     OTHER (specify) \_\_\_\_\_

LIST OUTSTANDING CONTRIBUTIONS IN ADULT EDUCATION BY THE NOMINEE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER PERTINENT INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE SUMMARIZE THE REASON WHY YOU THINK THIS NOMINEE SHOULD BE SELECTED AS THE ADULT ADMINISTRATOR OF THE YEAR (250 word limit):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If more space is needed, please use a separate sheet of paper.)

\*\*I verify that this nominee's supervisor has been notified that this nominee has been nominated for the Adult Education Administrator Award.

YES     NO

SPONSORED AND SUBMITTED BY:

NAME

ADDRESS

PHONE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ (POSTMARKED ON OR BEFORE **SEPTEMBER 1, 2010**)

PLEASE RETURN THIS FORM TO:

**JOHNNIE HAMILTON  
COORDINATOR OF ADULT EDUCATION  
MTEC  
1000 MISSISSIPPI STREET  
MORGANTOWN, WV 26501**