

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 15, 2011**.
- 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.
- All information must be typed on the nomination form. Hand-written information on the nomination form will not be accepted.

****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:

WHERE:

LENGTH OF EMPLOYMENT IN ADULT EDUCATION:

MEMBERSHIP PROFESSIONAL ORGANIZATION: (CHECK)

CEA / WV WVAEA WVVA OTHER(SPECIFY) _____

LIST OUTSTANDING CONTRIBUTIONS IN ADULT EDUCATION BY THE NOMINEE:

OTHER PERTINENT INFORMATION:
