

OUTSTANDING SERVICE AWARD

Presented by

WEST VIRGINIA ADULT EDUCATION ASSOCIATION, INC.

AWARD GUIDELINES

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

1. Part-time and/or full-time support personnel are eligible for this award. (ie. secretaries, counselors, volunteers, . . .etc.)
2. Nominee should support the philosophy behind adult education and demonstrate outstanding contributions to adult education in West Virginia.
3. Nominee must have exhibited efforts toward the development, improvement, promotion, and progress of adult education in the state of West Virginia.

PROCEDURES FOR NOMINATING CANDIDATES

Nominations to be considered by the Awards Committee must be postmarked **on or before September 1, 2010**. You may copy this form if additional application blanks are needed.

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
OUTSTANDING SERVICE AWARD

NAME: _____

ADDRESS: _____

BUSINESS ADDRESS: _____

PHONE NUMBER: _____

POSITION TITLE: _____

WHERE: _____

MEMBERSHIP PROFESSIONAL ORGANIZATION: (CHECK)

WVAEA WVVA CEA / WV
 OTHER (SPECIFY OTHER) _____

LIST OUTSTANDING CONTRIBUTIONS IN ADULT EDUCATION BY THE NOMINEE: _____

OTHER PERTINENT

INFORMATION: _____

PLEASE SUMMARIZE THE REASONS WHY YOU THINK THIS NOMINEE SHOULD BE HONORED WITH THE ADULT
OUTSTANDING SERVICE AWARD. (250 Word Limit)

(IF MORE SPACE IS NEEDED, PLEASE USE ANOTHER SHEET OF PAPER)

****I verify that this nominee's supervisor has been notified that this
nominee has been nominated for the Outstanding Service Award.**
_____ YES _____ NO

SPONSORED AND SUBMITTED BY: _____
INDIVIDUAL _____ ADDRESS _____ PHONE _____

DATE SUBMITTED: _____

PLEASE RETURN FORM POSTMARKED ON OR BEFORE SEPTEMBER 1, 2010 TO:

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