

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 15, 2011**. 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.

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
OUTSTANDING SERVICE AWARD

NAME:

ADDRESS:

BUSINESS ADDRESS:

PHONE NUMBER:

POSITION TITLE:

WHERE:

MEMBERSHIP PROFESSIONAL ORGANIZATION: (CHECK)

CEA / WV WVAEA WVVA OTHER(SPECIFY) _____

LIST OUTSTANDING CONTRIBUTIONS IN ADULT EDUCATION BY THE NOMINEE:

OTHER PERTINENT INFORMATION:

**1000 MISSISSIPPI STREET
MORGANTOWN, WV 26501**
jhamilto@access.k12.wv.us