

ADULT PROGRAM OF THE YEAR 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 Program of the Year Award**. The award selection will be based upon the following guidelines:

1. All program nominees must have been in operation for a minimum of one year.
2. Criteria for award consideration shall include, but are not limited to the following:
 - New and/or existing programs
 - Innovative program planning and development
 - Creative teaching techniques, recruitment, and retention activities
 - Program goals and objectives
 - Unique target population
 - Maintenance of consistently high enrollment
3. Awards will be presented to the program originator or program facilitator.

PROCEDURES FOR NOMINATING CANDIDATES

Nominations to be considered by the Awards Committee must be returned **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
ADULT PROGRAM OF THE YEAR

PROGRAM NAME: _____ COUNTY: _____

ADDRESS: _____

LENGTH OF OPERATION: _____

PROGRAM ORIGINATOR: _____ PHONE: _____

PROGRAM FACILITATOR: _____ PHONE: _____

PLEASE CHECK THE FOLLOWING PROGRAM CRITERIA WHICH APPLIES TO YOUR PROGRAM NOMINATION:

_____ NEW PROGRAM	_____ UNIQUE TARGET POPULATION
_____ EXISTING PROGRAM	_____ MAINTENANCE OF CONSISTENTLY
_____ CREATIVE TEACHING TECHNIQUES, RECRUITMENT, AND/OR RETENTION	_____ HIGH ENROLLMENT
_____ ACTIVITIES	_____ OTHER (SPECIFY): _____
_____ PROGRAM GOALS & OBJECTIVES	_____

PLEASE SUMMARIZE THE REASONS WHY YOU THINK THIS PROGRAM SHOULD BE SELECTED AS THE ADULT PROGRAM OF THE YEAR (250 WORD LIMIT):

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

OTHER PERTINENT INFORMATION: _____

**I VERIFY THAT THIS PROGRAM'S SUPERVISOR/ADMINISTRATOR HAS BEEN NOTIFIED THAT THIS PROGRAM HAS BEEN NOMINATED FOR THE ADULT PROGRAM OF THE YEAR AWARD.

YES NO

SPONSORED AND SUBMITTED (**on or before September 15, 2011**) BY:

NAME _____ ADDRESS _____ PHONE _____

DATE SUBMITTED: _____

SUBMIT FORM TO:
JOHNNIE HAMILTON
COORDINATOR OF ADULT EDUCATION
MTEC
1000 MISSISSIPPI STREET
MORGANTOWN, WV 26501
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