



## **Minnesota Technology and Engineering Educators Association**

### **AWARDS PROGRAM**

#### **Retirement Service Award Nomination Form**

This award will be presented to recognize outstanding Technology Education and Engineering Educators who have retired from teaching Technology Education in Minnesota.

#### **REQUIREMENTS:**

1. Nominees must have retired from teaching by the time that they receive the award.
2. The nominee must have been a member of MTEEA for at least 5 years. The years of MTEEA membership do not have to be consecutive.
3. The nominee must be a current member of MTEEA.

#### **SCHEDULE:**

1. Individuals or area affiliates may nominate instructors who meet the requirements.
2. Nomination forms can be submitted to the Awards Chairperson anytime from **October 15<sup>th</sup> through May 15<sup>th</sup>**.
3. The Awards Chairperson must receive the completed Retirement Service Award Nomination form and a digital photograph by **May 15<sup>th</sup>** to be considered.
4. The Awards Chairperson will verify information and notify the nominee about their status by **June 1<sup>st</sup>**.
5. The Awards Chairperson will notify the recipient about their award and about attending the Awards Banquet by **September 5<sup>th</sup>**.
6. A MTEEA Retirement pin will be presented to recipients at the Annual MTEEA Fall Conference. The recipients will receive up to two tickets for the Awards Banquet if they attend.

