



## Minnesota Technology and Engineering Educators Association

### AWARDS PROGRAM

### Teacher Excellence Award Nomination Form

This award will be presented to recognize outstanding Technology Education and Engineering Educators in Minnesota. These educators may also represent the Minnesota Technology and Engineering Educators Association (MTEEA) at the Teacher of Excellence Awards program at the annual International Technology and Engineering Educators Association (ITEEA) conference if the recipients meet the ITEEA Teacher Excellence Award qualifications.

#### **REQUIREMENTS:**

1. Applicants are generally nominated by an MTEEA affiliated organization. The MTEEA Board may vote to submit a nomination should area affiliates fail to submit one.
2. Applicants must have a minimum of **6 years teaching experience** and presently be teaching full time.
3. Nominee must be a current member of MTEEA and have also been a member for the previous 2 years at the time the nomination form is sent to the MTEEA Awards Chairperson.

#### **SCHEDULE:**

1. MTEEA members may nominate a person who has met the requirements for an elementary, a middle school and/or a senior high educator.
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 Teacher Excellence Nomination form and a digital photograph by **May 15<sup>th</sup>** to be considered.
4. The Awards Chairperson will verify the information, notify the nominee about their status, and send out the application documents no later than **June 1<sup>st</sup>**.
5. The completed application documents must be returned to the MTEEA Awards Chairperson by **June 30<sup>th</sup>**.
6. The Awards Chairperson will notify the recipients about their award status and about attending the Awards Banquet by **August 15<sup>th</sup>**. A reminder notification will be sent out to the winner by **September 5<sup>th</sup>** about attending the Fall Conference.
7. The award will be presented to winner at the Annual MTEEA Fall Conference. The winner will receive up to two tickets for the Awards Banquet if they attend.
8. By May 15<sup>th</sup> if the MTEEA Teacher Excellence Award winner meet membership and ITEEA requirements their application materials will be submitted to the ITEEA Teacher Excellence Coordinator by **December 1<sup>st</sup>**.
9. ITEEA awards are presented at the ITEEA conference.
10. MTEEA will provide some financial help for educators traveling to the ITEEA Conference.

