

KANSAS BUSINESS EDUCATION ASSOCIATION

EDUCATOR AWARD GUIDELINES

Outstanding Rookie Secondary Business Educator Outstanding Secondary Business Educator Outstanding Post-Secondary Business Educator

In an effort to recognize outstanding teaching and service to the field of business education, the Kansas Business Education Association will annually accept nominations and select one rookie secondary business educator, one secondary business educator, and one post-secondary business educator for "Business Educators of the Year" awards. The awards will be presented at the annual convention of the Kansas Business Education Association.

Guidelines:

1. A. Recipients of the Rookie Secondary award must be a member of the Kansas Business Education Association and shall have taught business education for three or fewer years. The recipient may be nominated during the fourth year of teaching.
B. Recipients of the Secondary or Post Secondary award must be a member of the Kansas Business Education Association and shall have taught business education for a minimum of ten (10) years.
2. Nominations may be made by any Kansas business educator.
3. Nomination forms will be sent to all KBEA members in the spring for the award to be presented at the next convention of KBEA. The nomination forms will be sent by the KBEA regional directors.
4. Nominations for the award will be accepted until April 15 and will be sent to the KBEA president-elect. Nominee information will be retained for a period of two years. Nominees previously nominated will have the opportunity to update their materials (see Section 5).
5. Immediately after April 15, the KBEA president-elect will send a letter to all nominees informing them that they have been nominated for the award and will also send them the Biographical Data of Nominee form to complete. Nominees and/or nominators will be asked to complete the form and return completed forms to the KBEA president-elect by June 15. Nominees from the past two years will also be sent a letter noting that their biographical data can be updated and resubmitted. A copy of the biographical data they originally submitted should also be sent to the nominee.
6. Completed Biographical Data of Nominee forms sent in by nominees will be sent to a special selection committee by August 1. Membership of this special selection committee will include one KBEA member from each of the four regions of the

state. Members of the committee will be selected by the president-elect. The selection committee will judge all entries for both awards. The membership of the selection committee will include both post-secondary and secondary business educators.

7. Members of the selection committee will individually judge each nominee's biographical data using a point system for each area and a special form. Each committee member's judging form will be returned by that committee member to the president-elect by August 15. Total points will be tallied for each nominee, and the nominees with the highest number of points will be awarded the Secondary Business Educator and Post-secondary Business Educator awards at the next annual convention of KBEA.
8. The Kansas Rookie Secondary Business Educator, Kansas Secondary Business Educator, and Post Secondary Business Educator award winners may be submitted as the state's nominees for the Mountain-Plains Business Education Association's teacher of the year awards (in the appropriate categories) and the National Business Education Association's teacher of the year awards. The KBEA Board of Directors may request that the Kansas winners provide additional information/documentation prior to the information being submitted to the Mountain-Plains Business Education Association and the National Business Education Association.
9. Plaques will be presented to the award winners at the annual convention of the Kansas Business Education Association and will be the responsibility of the president-elect.