

A4015.4. Outstanding Career and Technical Student Organization Advisor Nomination Form

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Hawai'i Business Education Association Outstanding Career and Technical Student Organization Advisor

PROCEDURES

1. Nominations may be made by any HBEA member. The nominee **must also be a member of HBEA.**
2. Nominations must follow the official form and procedures outlined. No additional material is to be submitted. Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit the nomination packet to the HBEA Awards Chair postmarked no later than **DECEMBER 1.**
4. The Awards Chair will notify the nominator of the nominee who will receive the HBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the HBEA awards ceremonies.
5. If a nominee is not selected for the award the first year of nomination, a revised nomination may be submitted again next year.
6. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

ELIGIBILITY

1. The recipient **must be a member** of HBEA for a minimum of two (2) years.
2. The recipient should be currently advising a business-related Career and Technical Student Organization (CTSO) for which he/she is being nominated.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three (3) years prior to the nomination.

WHAT TO SUBMIT

1. The cover sheet—NOMINEE DATA FORM
2. A maximum of three (3) pages that answer the six (6) criteria areas.
3. A maximum of three (3) letters supporting the nomination.
4. Staple the packet in the upper left corner. Do not put documents in a folder or binder.
5. Mail nomination packet to:

Mr. Robert Yamane Professor
HBEA Awards Chair
c/o Hawai'i Community College
200 West Kawili Street
Hilo, HI 96720-4091
808.934.2553
yamaner@hawaii.edu

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Hawai'i Business Education Association

Date CTSO

Full Name of Nominee (Candidate)

Address

City State ZIP Code

Present Position and Employer

Employment Address

HBEA member for more than 2 years Daytime Phone Email Address

Name of Nominator (Person Submitting Nomination) Signature

Address

City State ZIP Code

HBEA Member? Yes No Daytime Phone Email Address

Position

Who should be contacted for more information? Phone/E-mail

Is this a secret nomination? Yes _____ No _____

Answer the following items **using a maximum of three (3) pages**. Nominees receiving fewer than 75 average total points will not be considered for the award.

1. **EDUCATION and DEGREES** (List majors, minors and institutions.)
2. **TEACHING EXPERIENCE** (List years and location of experience.)
3. **PROFESSIONAL MEMBERSHIPS** (List organizations and length of time of memberships.)
4. **HONORS AND AWARDS RECEIVED – Personally/Chapter/Members** (Total of 20 points possible for Items 1 through 4)
5. **CONTRIBUTIONS TO BUSINESS-RELATED CAREER AND TECHNICAL STUDENT ORGANIZATION**
Include significant contributions as an advisor, conference activities; club awards, and participation of students at the local, state, regional, and/or national levels. (60 points)
6. **INCLUDE A MAXIMUM OF THREE (3) LETTERS OF RECOMMENDATION** that document the information included in this nomination. (20 points)