



# Awards Packet

## **GUIDELINES AND NOMINATION FORMS FOR:**

- ❖ **Teacher of the Year – Middle School, Secondary, Post-Secondary, and Collegiate**
- ❖ **Supervisor/Administrator of the Year**
- ❖ **Outstanding New Professional**
- ❖ **Professional Recognition Award**
- ❖ **Distinguished Service Award**
- ❖ **Friend of Illinois Business Education Award**
- ❖ **Research Award**
- ❖ **Writers' Hall of Fame Award**

Illinois Business Education Association

[www.ibea.org](http://www.ibea.org)

# NOMINATIONS FOR THE IBEA AWARDS

Illinois has some of the finest business education professionals in the nation. These professionals have made contributions to business education and should be nominated for awards recognizing their contributions. Please consider nominating those IBEA members who have contributed so much to business education and their students.

**Please note that the IBEA Board recently approved of replacing the one “Teacher/Administrator of the Year Award” with five separate awards: Middle School Teacher of the Year, Secondary Teacher of the Year, Post-Secondary Teacher of the Year, Collegiate Teacher of the Year, and Supervisor/Administrator of the Year. The board also approved a new award called Friend of Illinois Business Education.**

Due dates for the various awards are listed below.

## **IBEA Awards**

<b>Award Name</b>	<b>Due Date for Completed Application Materials</b>
1. IBEA Distinguished Service Award	May 1
2. IBEA Middle School Teacher of the Year	May 1
3. IBEA Secondary Teacher of the Year	May 1
4. IBEA Post-Secondary Teacher of the Year	May 1
5. IBEA Collegiate Teacher of the Year	May 1
6. IBEA Supervisor/Administrator of the Year	May 1
7. IBEA Professional Recognition Award	May 1
8. IBEA Outstanding New Professional	May 1
9. IBEA Writers' Hall of Fame Award	May 1
10. IBEA Research Award	September 1
11. Friend of IBEA Award	May 1

### **Send nominations for All Awards**

#### **listed above to:**

Christie Hovey, Professor  
Business & Technologies Division  
Lincoln Land Community College  
5250 Shepherd Road  
Springfield, IL 62794-9256  
[chovey@ibea.org](mailto:chovey@ibea.org)

## **IACTE Awards**

(See [www.iacte.org](http://www.iacte.org) for award information.)

April 1

### **Send nominations for IACTE awards to:**

Julie Chadd, Ph.D., Associate Professor  
Eastern Illinois University  
School of Technology  
Charleston, IL 61920  
[pastpres@ibea.org](mailto:pastpres@ibea.org)

**ILLINOIS BUSINESS EDUCATION ASSOCIATION**

***Award Nomination Form***

Check award for which candidate is being nominated:

- |   |   |
|---|---|
| <input type="checkbox"/> Distinguished Service Award        | <input type="checkbox"/> Supervisor/Administrator of the Year |
| <input type="checkbox"/> Middle School Teacher of the Year  | <input type="checkbox"/> Outstanding New Professional         |
| <input type="checkbox"/> Secondary Teacher of the Year      | <input type="checkbox"/> Professional Recognition Award       |
| <input type="checkbox"/> Post-Secondary Teacher of the Year | (may be self-nominated)                                       |
| <input type="checkbox"/> Collegiate Teacher of the Year     | <input type="checkbox"/> Friend of IBEA                       |

Name of Nominee \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Name of School \_\_\_\_\_

School/Work Address \_\_\_\_\_

School/Work Phone \_\_\_\_\_

Position or Title \_\_\_\_\_

Area of Responsibility and/or Subjects Taught \_\_\_\_\_

\_\_\_\_\_

---

Nominating IBEA Affiliate or Name of IBEA Member submitting the Nomination

\_\_\_\_\_

Address of Nominator \_\_\_\_\_

Phone Number \_\_\_\_\_

General Statement of the reason why this individual is being nominated:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ILLINOIS BUSINESS EDUCATION ASSOCIATION

## *Distinguished Service Award*

The IBEA Distinguished Service Award is the most prestigious award presented by IBEA. The recipient of this award exemplifies outstanding service and dedication to IBEA. The recipient will be determined by the Awards Selection Committee and honored at the Fall Conference.

**ELIGIBILITY** - The nominee has demonstrated:

- Exceptional service to IBEA
- An ongoing commitment to business education
- A willingness to work with others to improve business education
- Appropriate memberships in professional associations
- Membership in IBEA
- Membership in an IBEA affiliate recommended
- Specific contributions to IBEA and to business education in Illinois
- CANDIDATE SHOULD HAVE A MINIMUM OF 15 YEARS IN THE FIELD OF BUSINESS EDUCATION.

**APPLICATION PROCEDURES** – Three (3) copies of the following materials must be submitted:

- Biographical Data of Nominee (may not exceed one page, one side only)
- Responses to Award Criterion (may not exceed one page, one side only, for each criterion)
- A 10-point or larger font is required
- Letters of endorsement for the nominee (a minimum of three, maximum of six). Standard size 8 1/2" x 11" paper or letterhead is required, and letters must be limited to one page. These letters may be submitted by colleagues, students, supervisors, administrators, community leaders, etc.
- All winners will be included in a slide show during the conference. Please send a digital picture of yourself to [chovey@ibea.org](mailto:chovey@ibea.org) in case you are selected to receive the award.

### **WEIGHTING OF AWARD CRITERIA**

- |  |           |
|--|-----------|
| • Demonstrated Service to IBEA .....   | 60 points |
| • Demonstrated commitment to business education .....                                    | 20 points |
| • Service to IBEA affiliate, NCBEA, IACTE, NBEA, student organizations, and/or DPE ..... | 10 points |
| • Professional presentations, publications, and/or legislative activities .....          | 10 points |

**APPLICATION DEADLINE** - All materials must be submitted to the Awards Chair postmarked no later than May 1 of the current year. Mail to:

Christie Hovey, Professor  
Business & Technologies Division  
Lincoln Land Community College  
5250 Shepherd Road  
Springfield, IL 62794-9256  
[chovey@ibea.org](mailto:chovey@ibea.org)



## CRITERIA FOR

### *Distinguished Service Award Nominee*

Please type each criterion at the top of a separate sheet of paper. Each response must not exceed one page, one side only. Use a 10-point font or larger.

1. **DEMONSTRATED SERVICE TO IBEA** Include all IBEA positions held, such as offices, board/task force chairmanships, committees or task force membership, conference host/hostess, session chair, conference presentations, and any other positions of responsibility. Include information about your activities or projects that have increased awareness of IBEA, have made improvements for the organization, or any other information you deem significant. (Maximum points—60)
2. **DEMONSTRATED COMMITMENT TO BUSINESS EDUCATION** Include information about classroom teaching performance, supervisory or administrative performance, years of experience, subjects taught; give evidence of effectiveness (student, peer, and administrative evaluations). Supporting documentation from students, administrators, and/or professional colleagues incorporated into this narrative is essential to this criterion. (Maximum points—20)
3. **SERVICE TO IBEA AFFILIATE, NCBEA, IACTE, NBEA, ACTE, STUDENT ORGANIZATIONS, AND/OR DPE** Include participation and offices held. Relate special activities that resulted in needed changes or improvements in the profession. (Maximum points—10)
4. **PROFESSIONAL PRESENTATIONS, PUBLICATIONS, AND/OR LEGISLATIVE ACTIVITIES** Include contributions to business education through major articles refereed publications, non-refereed publications, and research activities (including grant proposals). Describe the significance of such activities on the profession. List—**but do not include copies of**—articles, monographs, books, etc., published by the nominee. Include participation in legislative activities and events. (Maximum points—10)

# ILLINOIS BUSINESS EDUCATION ASSOCIATION

## *Outstanding Middle School, Secondary, Post-Secondary, Collegiate Teacher and Supervisor/Administrator of the Year Awards*

The IBEA Outstanding Secondary Teacher, Post-Secondary Teacher, Collegiate Teacher, and the Supervisor/Administrator of the Year Awards recognize business educators who have recently provided or currently are providing significant contributions to business education in Illinois. The recipients will be determined by the Awards Selection Committee and honored at the Fall Conference.

**ELIGIBILITY** - The nominee has demonstrated an ongoing commitment to business education through, but not necessarily including or limited to, the following:

- Contributions to business education through teaching including information about classroom teaching performance, years of experience, and subject areas taught, and give evidence of effectiveness.
- Membership, participation and offices held in local, state, regional, and national professional associations.
- Special activities that resulted in needed changes or improvements in the profession.
- Contributions to business education through presentations and business partnerships.
- Contributions to business education through work with student organizations.
- Membership in IBEA
- Membership in an IBEA affiliate recommended
- Contributions to business education through major articles, publications, and research activities.
- Contributions to business education through teaching or administration.
- Contributions to business education through religious, civic, government, cultural and private business organizations.
- Specific contributions to business education in Illinois.
- **THE CANDIDATE SHOULD HAVE A MINIMUM OF 5 YEARS IN THE FIELD OF BUSINESS EDUCATION.**

**APPLICATION PROCEDURES** - Three copies of the following materials must be submitted:

- Biographical Data of Nominee (may not exceed one page, one side only)
- Responses to Award Criterion (may not exceed one page, one side only, for each criterion)
- A 10-point or larger font is required
- Letters of endorsement for the nominee (a minimum of three, maximum of six). Standard size 8 1/2" x 11" paper or letterhead is required, and letters must be limited to one page. These letters may be submitted by colleagues, students, supervisors, administrators, community leaders, etc.
- All winners will be included in a slide show during the conference. Please send a digital picture of yourself to [chovey@ibea.org](mailto:chovey@ibea.org) in case you are selected to receive the award.

### **WEIGHTING OF AWARD CRITERIA**

- Contributions to business education through teaching/administration including evidence of teaching or administrative effectiveness (student, peer, and administrative evaluations) ..... 30 points
- Participation and offices held in local, state, regional, and national professional associations; specific activities that resulted in changes or improvements in the business education profession ..... 20 points
- Involvement in other activities such as departmental responsibilities, service on committees, and working with student organizations ..... 20 points
- Contributions to business education through publications and presentations ..... 10 points
- Contributions to business education through religious, civic, government, cultural, and private business organizations ..... 20 points

**APPLICATION DEADLINE** - All materials must be submitted to the Awards Chair postmarked no later than May 1 of the current year. Mail to:

Christie Hovey, Professor  
Business & Technologies Division  
Lincoln Land Community College  
5250 Shepherd Road, Springfield, IL 62794-9256  
[chovey@ibea.org](mailto:chovey@ibea.org)



## CRITERIA FOR

### *Outstanding Middle School, Secondary, Post-Secondary, Collegiate Teacher or Supervisor/Administrator of the Year Award Nominee*

**Please type each criterion at the top of a separate sheet of paper. Each response must not exceed one page, one side only. A 10-point or larger font is required.**

1. **Teaching.** Contributions to business education through teaching. Include information about classroom teaching performance, years of experience, and subject areas taught; give evidence of effectiveness (student, peer, and administrative evaluations). Supporting documentation from students, administrators, and/or professional colleagues (incorporated into the narrative) is essential to this criterion. Do not include copies of student evaluations or other documentation. (Maximum points—30)
2. **Professional Associations.** Participation and offices held in local, state, regional, and national professional associations. Special activities that resulted in needed changes or improvements in the profession. (Maximum points—20)
3. **Other Responsibilities.** Involvement in other activities such as departmental responsibilities, serving on committees, and working with student organizations. (Maximum points—20)
4. **Publications and Presentations.** Contributions to business education through presentations, major articles, refereed publications, non-refereed publications, and research activities (including grant proposals). Describe the significance of such activities on the profession. List—**but do not include copies of**—articles, monographs, books, etc., published by the nominee. (Maximum points—10)
5. **Civic Organizations.** Contributions to business education through religious, civic, government, cultural and private business organizations. (Maximum points—20)

# ILLINOIS BUSINESS EDUCATION ASSOCIATION

## *Professional Recognition Award*

The Illinois Business Education Association board knows that our membership includes many excellent educators who have contributed greatly to their classroom, to their schools, to their professions, and to their communities. The awarding of the Professional Recognition Award to deserving recipients gives IBEA an opportunity to recognize its members for their many achievements and contributions throughout their professional lives.

### **ELIGIBILITY**

Business educators at all levels of instruction who have taught a minimum of 15 years and have been members of the Illinois Business Education Association for a minimum of 10 years are eligible to apply for this Award. Retired teachers are also eligible and are encouraged to apply for the Award.

### **EVALUATION PROCESS**

Every completed application which is received prior to the deadline and adheres to the application guidelines will be read and evaluated by a team of anonymous evaluators. The following three areas will be evaluated:

- Professional Activities
- Services to the Business Education Profession
- Student-Centered Activities

Award recipients will be presented with the Professional Recognition Award at this year's annual IBEA Fall Conference.

(All winners will be included in a slide show during the conference. Please send a digital picture of yourself to [chovey@ibea.org](mailto:chovey@ibea.org) in case you are selected to receive the award.)

### **APPLICATION PROCEDURES**

Application materials must be prepared following the Criteria Guidelines. All materials must be submitted no later than May 1 to:

Christie Hovey, Professor  
Business & Technologies Division  
Lincoln Land Community College  
5250 Shepherd Road  
Springfield, IL 62794-9256  
[chovey@ibea.org](mailto:chovey@ibea.org)

# ILLINOIS BUSINESS EDUCATION ASSOCIATION

## *Professional Recognition Award*

### **Criteria Guidelines**

Please include a cover sheet containing the following information: name, school, address (school and home), phone (school and home) and e-mail address. Use a separate sheet of paper to address each of the following three areas, limiting your response for each area to no more than one side of a sheet of paper.

Your responses should be as complete--but as brief--as possible. The suggested topics in each area are quite comprehensive, and we realize that not all areas will apply nor can all be completed by everyone. We are asking that you be honest with yourself and take credit for what you have achieved. You may include one supplemental page to provide additional data which you believe has not been addressed in the four areas.

Upon completion, please staple this criteria sheet to your application, making sure that your response sheets are in the order in which the areas are listed below.

- A. *Professional Activities:* Please provide information pertaining to your teaching experiences and current memberships in business education related organizations and other educational or specialty/related organizations. Please include the number of years you have taught and been a member of IBEA. Include offices held in local, state, regional, or national business education organizations; other kinds of service to these organizations; and conferences and conventions attended.
  
- B. *Service to the Business Education Profession:* List presentations made at professional meetings and workshops/seminars conducted. Provide information about articles published in professional journals and textbooks authored, co-authored, or reviewed. Indicate service to your school as a committee member, supervisor of a student teacher, department chair or program coordinator, mentor teacher to a new or part-time faculty staff member, accreditation body visiting team member, and other professional service activities.
  
- C. *Student-Centered Activities:* List your achievements with student-centered activities. Please provide information about sponsorship or advisement of any student organizations, advisement to student organization officers other than at the local level, and contests you have chaired, conducted, or judged.

# ILLINOIS BUSINESS EDUCATION ASSOCIATION

## *Outstanding New Professional*

The IBEA Outstanding New Professional Award recognizes business educators who have been employed in the area of business education for no more than 5 years. This award recognizes new teachers who demonstrate innovative or unique teaching methods. **Nominees for this award may be nominated by any IBEA member.** The recipient will be determined by the Awards Selection Committee and honored at the Fall Conference.

**ELIGIBILITY** – THE CANDIDATE SHOULD HAVE A MAXIMUM OF 5 YEARS IN THE FIELD OF BUSINESS EDUCATION. The nominee has demonstrated innovative or unique teaching methods that made a positive impact on students in business education courses. In addition, the nominee has demonstrated accomplishments in the following areas:

- Significant accomplishments in the area of business education, including innovative or unique program, impact of program, teacher effectiveness, and teacher and program approach to sex bias.
- Membership, participation in local and state professional associations.
- Professional contributions (may include presentations and publications).
- Involvement in civic and community activities (to include civic, fraternal, and/or honorary memberships and community activities or contributions).
- Membership in IBEA
- Membership in an IBEA affiliate recommended

**APPLICATION PROCEDURES** – Three copies of the following materials must be submitted:

- Biographical Data of Nominee (may not exceed one page, one side only)
- Responses to Award Criterion (may not exceed one page, one side only, for each criterion)
- A 10-point or larger font is required
- Letters of endorsement for the nominee (a minimum of three, maximum of six). Standard size 8 1/2" x 11" paper or letterhead is required, and letters must be limited to one page. These letters may be submitted by colleagues, students, supervisors, administrators, community leaders, etc.
- All winners will be included in a slide show during the conference. Please send a digital picture of yourself to [chovey@ibea.org](mailto:chovey@ibea.org) in case you are selected to receive the award.

### **WEIGHTING OF AWARD CRITERIA**

- |   |           |
|---|-----------|
| • Significant accomplishments in business education .....   | 60 points |
| • Membership and Service to IBEA, IBEA affiliate, NCBEA, IACTE, NBEA, student organizations, and/or DPE ..... | 20 points |
| • Professional presentations, publications, and/or legislative activities .....                               | 10 points |
| • Involvement in civic and community activities .....   | 10 points |

**APPLICATION DEADLINE** - All materials must be submitted to the Awards Chair postmarked no later than May 1 of the current year. Mail to:

Christie Hovey, Professor  
Business & Technologies Division  
Lincoln Land Community College  
5250 Shepherd Road, Springfield, IL 62794-9256  
[chovey@ibea.org](mailto:chovey@ibea.org)



## CRITERIA FOR

### *Outstanding New Professional Award Nominee*

Please type each criterion at the top of a separate sheet of paper. Each response must not exceed one page, one side only. Use a 10-point font or larger.

1. **SIGNIFICANT ACCOMPLISHMENTS IN BUSINESS EDUCATION** - Include information about classroom teaching performance, supervisory or administrative performance, years of experience, subjects taught; give evidence of effectiveness (student, peer, and administrative evaluations). Supporting documentation from students, administrators, and/or professional colleagues incorporated into this narrative is essential to this criterion. (Maximum points—60)
2. **MEMBERSHIP AND SERVICE TO IBEA, IBEA AFFILIATE, NCBEA, IACTE, NBEA, ACTE, STUDENT ORGANIZATIONS, AND/OR DPE** - Include participation and offices held. Relate special activities that resulted in needed changes or improvements in the profession. (Maximum points—20)
3. **PROFESSIONAL PRESENTATIONS, PUBLICATIONS, AND/OR LEGISLATIVE ACTIVITIES** - Include contributions to business education through major articles, refereed publications, non-refereed publications, and research activities (including grant proposals). Describe the significance of such activities on the profession. List—**but do not include copies of**—articles, monographs, books, etc., published by the nominee. Include participation in legislative activities and events. (Maximum points—10)
4. **INVOLVEMENT IN CIVIC AND COMMUNITY ACTIVITIES** – Include contributions to business education through religious, civic, government, cultural and private business organizations. (Maximum points—10)

# ILLINOIS BUSINESS EDUCATION ASSOCIATION

## *Friend of Illinois Business Education Association Award*

The Friend of Illinois Business Education Association Award recognizes individuals or organizations outside the field of teaching business education who have recently provided or currently are providing significant contributions to business education in Illinois. The recipients will be determined by the Awards Selection Committee and honored at the Fall Conference. Examples of possible nominees include business firms, industries, boards of education, boards of trustees, lay citizens, legislators, etc.

### **ELIGIBILITY – The nominee(s) has/have demonstrated**

- Significant contributions to the improvement, promotion, development, and progress of business education
- A concern for business education and IBEA as evidenced through sponsored programs, publications, financial support, and other activities.
- Specific contributions to IBEA and to business education in Illinois

### **APPLICATION PROCEDURES – Three (3) copies of the following materials must be submitted:**

- Biographical Data of Nominee (may not exceed one page, one side only)
- Responses to Award Criterion (may not exceed one page, one side only, for each criterion)
- A 10-point font or larger is required
- Letters of endorsement for the nominee (a minimum of three, maximum of six). Standard size 8½” x 11” paper or letterhead is required, and letters must be limited to one page. These letters may be submitted by supervisors, colleagues, educators, students, community leaders, etc.
- All winners will be included in a slide show during the conference. Please send a digital picture of yourself to [chovey@ibea.org](mailto:chovey@ibea.org) in case you are selected to receive the award.

### **WEIGHTING OF AWARD CRITERIA**

- |   |           |
|---|-----------|
| • Demonstrated service to IBEA and IBEA affiliates .....  | 60 points |
| • Demonstrated commitment to business education and its future .....                              | 20 points |
| • Service to business students and business student organizations .....                           | 10 points |
| • Professional presentations, community awareness activities, and/or legislative activities ..... | 10 points |

**APPLICATION DEADLINE** – All materials must be submitted to the Awards Chair postmarked no later than May 1 of the current year. Mail to:

Christie Hovey, Professor  
Business & Technologies Division  
Lincoln Land Community College  
5250 Shepherd Road  
Springfield, IL 62794-9256  
[chovey@ibea.org](mailto:chovey@ibea.org)



## CRITERIA FOR AWARD

### *Friend of Illinois Business Education Association Award*

Please type each criterion at the top of a separate sheet of paper. Each response must not exceed one page, one side only. A 10-point or larger font is required.

1. **DEMONSTRATED SERVICE TO IBEA AND IBEA AFFILIATES.** Include information about your activities, projects, and sponsorships that have increased awareness of IBEA or have made improvements for the organization. Include any other information you deem significant. (Maximum points—60)
2. **DEMONSTRATED COMMITMENT TO BUSINESS EDUCATION AND ITS FUTURE.** (Maximum points—20)
3. **SERVICE TO BUSINESS STUDENTS AND BUSINESS STUDENT ORGANIZATIONS.** Identify activities that have resulted in better preparation of business students for careers in business. Also include development and/or support of business education programs that have resulted in opportunities for business education students to benefit from interrelationships with the business community. (Maximum points—10)
4. **PROFESSIONAL PRESENTATIONS, COMMUNITY AWARENESS ACTIVITIES, AND/OR LEGISLATIVE ACTIVITIES.** Identify efforts to inform others of the achievements of business education and of the needs of the program's future developments. Identify the nominee's role in public persuasiveness and/or support of state or federal legislation designed to advance purposes of business education. (Maximum points—10)

**ILLINOIS BUSINESS EDUCATION ASSOCIATION**  
**RESEARCH AWARDS**

Awards are presented each year at the fall conference for outstanding research. Awards may be given in three categories: master's thesis or research paper, doctoral dissertation, and/or independent research. Please submit your research or work done by another IBEA member to the Awards Chairperson.

- Each applicant must be an IBEA member
- The research paper must have been completed during the previous or current calendar year
- All submissions must be received (or postmarked) by September 1.

A committee will evaluate the research projects and select the recipients based on the following factors: selection of the problem; design of the study; analysis and interpretation of data; and summary, conclusions, and recommendations.

*Nomination Form*

Name of Researcher: \_\_\_\_\_

Title of Research: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Type of Research (Circle one): Master's Thesis or Paper - Doctoral Dissertation - Independent Research

Name of Chairperson (or Person Nominating Paper): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Mail this form and an unbound copy of the research to:

Christie Hovey, Professor  
Business & Technologies Division  
Lincoln Land Community College  
5250 Shepherd Road  
Springfield, IL 62794-9256  
[chovey@ibea.org](mailto:chovey@ibea.org)

**ILLINOIS BUSINESS EDUCATION ASSOCIATION**  
**WRITERS' HALL OF FAME AWARDS**

IBEA members who have written professional materials that were published and distributed beyond the local community are eligible for membership in the IBEA Writers' Hall of Fame. The recipients are honored at the Fall Conference for their publication through June of the award year.

Applications are due May 1. Recipients must be members of IBEA currently and/or during the year their work was published.

Examples of publications include the following:

- Journal articles—refereed and non-refereed
- Chapters in books
- Books
- Monographs
- Master's theses and doctoral dissertations
- Working papers if distributed wider than locally

*Bibliographic Information*

Author's Name: \_\_\_\_\_

Title of Article: \_\_\_\_\_

Name of Journal (magazine, proceedings, etc.): \_\_\_\_\_

Publication Date: \_\_\_\_\_

Volume and Issue No.: \_\_\_\_\_

Other Information: \_\_\_\_\_

Mail to:

Christie Hovey, Professor  
Business & Technologies Division  
Lincoln Land Community College  
5250 Shepherd Road  
Springfield, IL 62794-9256  
[chovey@ibea.org](mailto:chovey@ibea.org)

*(For additional publications, make copies of this form.)*