



# Awards Packet

AWARD GUIDELINES AND NOMINATION FORMS FOR:

- ❖ Distinguished Service
- ❖ Educator of the Year
  - ▶ Middle School
  - ▶ Secondary
  - ▶ Post-Secondary
  - ▶ Collegiate
  - ▶ Supervisor/Administrator of the Year
- ❖ Outstanding New Professional
- ❖ Friend of Illinois Business Education Association
- ❖ Professional Recognition
- ❖ Research
- ❖ Writers' Hall of Fame

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.

- Information will be gathered and forms may be completed by the nominator, or the nominee. An exception to this is the Professional Recognition Award which can be self-nominated.
- All information will be sent electronically via email to Awards Chair. Hardcopy of forms are no longer required or needed.
- Attendance at the fall conference by the recipient of any award is **strongly** encouraged.
- Credentials of candidates not receiving a current year award shall be retained for consideration for the following year. Nominees must continue to meet eligibility criteria.

<u>Award Name</u>	<u>Due Date for Completed Application Materials</u>
Distinguished Service	July 1
Educator of the Year - Middle School	July 1
Educator of the Year - Secondary	July 1
Educator of the Year - Post-Secondary	July 1
Educator of the Year - Collegiate	July 1
Supervisor/Administrator of the Year	July 1
Outstanding New Professional	July 1
Friend of Illinois Business Education Association	July 1
Professional Recognition	July 1
Research	September 1
Writers' Hall of Fame	September 1

Electronically submit all nomination forms, photos and supplemental documentation to:

**Awards Chair**

[awards@ibea.org](mailto:awards@ibea.org)

**SUBJECT: IBEA Award Nomination Forms**

**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"/> Educator of the Year - Middle School  | <input type="checkbox"/> Friend of IBEA  |
| <input type="checkbox"/> Educator of the Year - Secondary      | <input type="checkbox"/> Outstanding New Professional                                  |
| <input type="checkbox"/> Educator of the Year - Post-Secondary | <input type="checkbox"/> Professional Recognition (may be self-nominated)              |
| <input type="checkbox"/> Educator of the Year - Collegiate     | <input type="checkbox"/> Research Award <input type="checkbox"/> Writers' Hall of Fame |

- Information will be gathered and forms may be completed by the nominator or the nominee. An exception to this is the Professional Recognition Award which can be self-nominated.
- All information will be sent electronically via [email](#) to Awards Chair OR may be entered [ONLINE](#)

Name of Nominee	
Nominee Home Address	
Nominee Home Phone Number	
Nominee School/Employer	
Nominee School/Work Address	
Nominee School/Work Phone Number	
Nominee Position/Title	
Nominee Area of Responsibility and/or Subjects Taught	
Nominating IBEA Affiliate or Name of IBEA Nominator	
Nominator Address	
Nominator Home Phone Number	
General Statement why this Individual is being Nominated	

**Awards Chair**

[awards@ibea.org](mailto:awards@ibea.org)

**SUBJECT: IBEA Award Nomination Form**

# 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:

- **CANDIDATE SHOULD HAVE A MINIMUM OF 20 YEARS EXPERIENCE IN THE FIELD OF BUSINESS EDUCATION**
- **MEMBERSHIP IN IBEA FOR A MINIMUM OF 15 YEARS**
- 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
- Specific contributions to IBEA and to business education in Illinois

**APPLICATION PROCEDURES** – The following materials must be submitted:

- Biographical Data of Nominee (Resume/CV acceptable)
- Responses to Award Criterion
- A 10-point or larger font is required
- Letters of endorsement for the nominee (**two** required). Standard size 8 1/2" x 11" paper or letterhead is required, and letters must be limited to one page. Submit one from a colleague/community leader **and another** from supervisor/administrator.
- All winners will be included in a slide show during the conference. Please send a digital picture of nominee to [ibea@ibea.org](mailto:ibea@ibea.org) in case they are selected for the award.
- Attendance at the fall conference by the recipient is **strongly** encouraged.

**WEIGHTING OF AWARD CRITERIA:**

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

**APPLICATION DEADLINE** - All materials must be submitted electronically via [email](#) to Awards Chair OR may be entered [ONLINE](#) no later than July 1 of the current year.



**CRITERIA FOR**  
***Distinguished Service Award Nominee***

Please type your response below for each criterion. If attaching additional documentation for a criterion, indicate in the response and make sure to include when returning the forms.

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 activities or projects that have increased awareness of IBEA, have made improvements for the organization, or any other information you deem significant regarding the nominee. (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***  
***Educator and Supervisor/Administrator of the Year Awards***

The IBEA Outstanding Middle School, Secondary, Post-Secondary, Collegiate Educator of the Year, 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:

- **THE CANDIDATE SHOULD HAVE A MINIMUM OF 5 YEARS EXPERIENCE IN THE FIELD OF BUSINESS EDUCATION**
- 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
- 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.

**APPLICATION PROCEDURES** - one copy of the following materials must be submitted:

- Biographical Data of Nominee (Resume/CV acceptable)
- Responses to Award Criterion
- A 10-point or larger font is required
- Letters of endorsement for the nominee (two required). Standard size 8 1/2" x 11" paper or letterhead is required, and letters must be limited to one page. One letter submitted by colleague/community leader/student **and another** letter submitted by supervisor/administrator.
- All winners will be included in a slide show during the conference. Please send a digital picture of nominee to [ibeaa@ibeaa.org](mailto:ibeaa@ibeaa.org) in case they are selected for the award.
- Attendance at the fall conference by the recipient is **strongly** encouraged.

**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 electronically via [email](#) to Awards Chair OR may be entered [ONLINE](#) no later than July 1 of the current year.



**CRITERIA FOR**  
***Outstanding Middle School, Secondary, Post-Secondary, Collegiate***  
***Educator or Supervisor/Administrator of the Year Award Nominee***

Please type your response below for each criterion. Use a 10-point font or larger. If attaching additional documentation for a criterion, indicate in the response and make sure to include when returning the forms.

- 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*

(may be self-nominated)

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**
- Must have a **minimum of 10 years membership in the Illinois Business Education Association**
- Retired teachers are also eligible and are encouraged to apply

### **EVALUATION PROCESS:**

Every completed application which is received prior to the deadline and adheres to the application guidelines will be read and evaluated by the Awards Selection Committee. The following three areas will be evaluated:

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

All winners will be included in a slide show during the conference. Please send a digital picture of nominee to [ibea@ibea.org](mailto:ibea@ibea.org) in case they are selected for the award. Attendance at the fall conference by the recipient is **strongly** encouraged.

**APPLICATION DEADLINE** - All materials must be submitted electronically via [email](#) to Awards Chair OR may be entered [ONLINE](#) no later than July 1 of the current year.

## Criteria Guidelines

Name of Nominee	
Nominee School	
Nominee School Address	
Nominee School Phone	
Nominee School E-mail Address	
Nominee Home Address	
Nominee Home Phone	
Nominee Home E-mail Address	

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 for every nominee. We are asking for an honest assessment of the nominee and to give credit for what they have achieved. You may include one supplemental page to provide additional data which you believe has not been addressed in the three areas.

- A. Professional Activities:** Please provide information pertaining to nominee teaching experiences and current memberships in business education related organizations and other educational or specialty/ related organizations. Please include the number of years they 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 their school, such 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, and other professional service activities.
- C. Student-Centered Activities:** List their 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 they 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. The recipient will be determined by the Awards Selection Committee and honored at the Fall Conference.

**ELIGIBILITY:** No more than 5 years teaching experience in the field of business education

- Nominee has demonstrated innovative or unique teaching methods that made a positive impact on students in business education courses.
- Nominee has demonstrated accomplishments in the following areas:
  - Significant accomplishments in the area of business education, including innovative or unique program, impact of program, and teacher effectiveness.
  - 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

**APPLICATION PROCEDURES** – one copy of the following materials must be submitted:

- Biographical Data of Nominee (Resume/CV acceptable)
- Response to Award Criterion
- A 10-point or larger font is required
- Letters of endorsement for the nominee (two required). Standard size 8 ½” x 11” paper or letterhead is required, and letters must be limited to one page. One letter from a colleague/community leader **and another** letter from supervisor/administrator
- All winners will be included in a slide show during the conference. Please send a digital picture of nominee to [ibea@ibea.org](mailto:ibea@ibea.org) in case they are selected for the award.

**WEIGHTING OF AWARD CRITERIA:**

- Significant accomplishments in business education ..... 60 points
- Membership and service to IBEA, IBEA affiliate, NCBEA, IACTE, NBEA, ACTE, 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 electronically via [email](#) to Awards Chair OR may be entered [ONLINE](#) no later than July 1 of the current year.



**CRITERIA FOR**  
***Outstanding New Professional Award Nominee***

Please type your response below for each criterion. Use a 10-point font or larger. If attaching additional documentation for a criterion, indicate in the response and make sure to include when returning the forms.

- 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 – one copy of the following materials must be submitted:**

- Biographical Data of Nominee (Resume/CV acceptable)
- Responses to Award Criterion
- A 10-point font or larger is required
- Letters of endorsement for the nominee (minimum of two, maximum of four). 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 nominee to [ibea@ibea.org](mailto:ibea@ibea.org) in case they are selected for 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 electronically via [email](#) to Awards Chair OR may be entered [ONLINE](#) no later than July 1 of the current year.

**BIOGRAPHICAL DATA OF**  
***Friend of Illinois Business Education Association Award Nominee***

In addition to responding to questions below, a resume/CV may be included for additional documentation and reference.

**FIELD OF EXPERTISE:**

**CAREER INDUSTRY:**

**EMPLOYER:**

**EXPERIENCE:**

## CRITERIA FOR AWARD

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

Please type your response below for each criterion. If attaching additional documentation for a criterion, indicate in the response and make sure to include when returning the forms.

- 1. DEMONSTRATED SERVICE TO IBEA AND IBEA AFFILIATES.** Include information about nominee 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 AWARD NOMINEE**

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**

The Awards Selection 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 (Nominee)			
Title of Research			
Nominee Home Address			
Nominee Home Phone			
Nominee Work Phone			
Type of Research (Circle One)	Master’s Thesis or Paper	Doctoral Dissertation	Independent Research
Date Research was Completed			
Nominator			
Nominator Home Address			
Nominator Home Phone			
Nominator Work Phone			

Please submit the above form **and** a copy of research (attach document or web-link) electronically via [email](#) to Awards Chair no later than September 1 of the current year.

# 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 **September 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

<b>Bibliographic Information</b>	
Nominee/Author's Name	
Title of Article	
Name of Journal (magazine, proceedings, etc....)	
Publication Date	
Volume and Issue Number	
Other Information	

Please submit the above form electronically via [email](#) to Awards Chair no later than September 1 of the current year.

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