



April 17, 2013

Dear ACE members:

At this time your professional organization is making plans to honor those among us whose contributions to our students and programs merit special recognition. A committee has established the following awards to be presented during our ACE Conference at the Hilton Orlando Lake Buena Vista in Orlando, Florida, September 30 - October 2, 2013.

- (1) Teacher of the Year
- (2) School Administrator of the Year
- (3) Volunteer of the Year
- (4) Business Supporter of the Year
- (5) Media Promotion of the Year

The forms and descriptions for each award are included with this letter. Please note that the nominees do not need to be members of ACE, but persons submitting the nominations must be members.

We know that you are aware of many individuals worthy of recognition by our association. At the same time, I also realize how extremely busy you are; however, we feel that you will want to help us in lauding outstanding contributions to adult and community education. Your input will be welcomed and appreciated.

Please mail your nomination(s) to Julie Roberts, ACE of Florida, 912 S. Martin Luther King, Jr. Blvd., Tallahassee, FL 32301. **For each nomination you will need to send one original packet and three copies. Email two or three colored pictures in a jpeg format of your nominee to julie@aceofflorida.org.** The deadline for nominations is **June 28, 2013**. If you have any questions, please contact Valorie Boyd at the ACE office, (850) 222-2233.

We thank you in advance for your assistance in this important task, and look forward to learning about exemplary achievements that have been accomplished in your local area.



2013 ACE Conference
September 30 - October 2, 2013
2013 Awards Nomination Form & Criteria

Please check the category for which you are nominating your candidate. The deadline for the nomination is **6/28/2013**.

_____ **Teacher of the Year**

The nominee should be an exceptionally skilled and dedicated part-time or full-time teacher in adult or community education. The teacher should have:

1. A proven record of student success.
2. Participated in professional development activities.
3. The support of students, fellow teachers, and administrators.

_____ **School Administrator of the Year**

The nominee should be an administrator who has demonstrated outstanding achievement in adult or community education in the following ways:

1. Selecting, developing, and supporting effective teachers.
2. Developing and implementing innovative programs.
3. Attaining outstanding accomplishments while working with students, programs, agencies and/or communities.
4. Demonstrating exemplary commitment to professional and community organizations which support adult and community education.

For this category, at least one of the three required letters of recommendation must be from a supervising administrator.

_____ **Volunteer of the Year**

The nominee should be an individual who has demonstrated outstanding volunteer service in the field of adult or community education in the following ways:

1. Volunteering time, materials, or efforts to adult or community education activities.
2. Providing assistance which has positively benefited adult and community education concepts.
3. Playing a key role in promoting educational improvements.

_____ **Business Supporter of the Year**

The nominee should be a business, industry, or organization which has provided exceptional support for adult and community education through one or more of the following ways:

1. Facilitating interagency cooperation and collaboration.
2. Providing financial commitment.
3. Demonstration public relations efforts.
4. Establishing a distinguished record of meeting community needs.

_____ **Media Promotion of the Year**

The nominee should be a media enterprise which has demonstrated outstanding support of adult and community education in the following way:

Publishing/broadcasting ongoing information regarding adult and community concepts, community education activities and related services.



2013 ACE Conference

September 30 - October 2, 2013

2013 Awards Nomination Form

Award Category: _____
(Teacher, Administrator, Volunteer, Business Supporter or Media Promotion)

Nominee's Name: _____

Nominee's Organization: _____

Nominee's Address: (work) _____

Nominee's Telephone: (work) _____

Nominator's Name: _____

Nominator's Address: _____

Nominator's Telephone: (work) _____ **(home)** _____

Reason for nomination: (Please give a brief overview. See "Nomination Requirements" below.)

Nomination Requirements: Attach a statement of no more than two pages of data about the person and his/her accomplishments. Address specifically the stated criteria for the category of the nomination. Nominations are rated according to the stated criteria for each category. Also required are three letters of endorsement.

As part of the nomination form, please **email** two or three colored candid photographs in a jpeg format of your candidate in action to julie@aceofflorida.org. **Mail your nomination packet to:** Julie Roberts, ACE of Florida, Inc., 912 S. Martin Luther King, Jr. Blvd., Tallahassee, FL 32301.

Nominator's Signature: _____ **Date:** _____