

2014 Outstanding Business Education STUDENT Awards

There are many students who are involved with career and technical education student organizations and are excellent candidates for national recognition. However, it takes someone to recognize this and to nominate these students. If you are a current member of the Business Education Division of ACTE, you may nominate a student for the Student Organization Awards or a colleague for the Outstanding Service Award or the Award of Merit. Your current ACTE membership number must be on the nomination form and will be verified.

The ACTE Business Education Division will recognize secondary and postsecondary students who exceed a minimal rating for these awards. One award will be given for each Region of ACTE for the secondary level and one for the postsecondary level. Please feel free to make copies of the application to share with other professionals or contact the committee chair for additional copies. Thank you for your support of student organizations.

Criteria

This award is designed to provide recognition to five secondary and five postsecondary outstanding students who have demonstrated leadership potential through enrollment in business courses and involvement in career and technical student organization activities, as well as the school and community.

Eligibility

Secondary or postsecondary students must be nominated by a member of the Business Education Division of the Association for Career and Technical Education. The nominee must be a local, state and national student member of Business Professionals of America, Future Business Leaders of America-Phi Beta Lambda or Pi Omega Pi at the time of the nomination. The students must be enrolled in school through December of the school year of nomination and must not possess a baccalaureate degree prior to that December. One secondary and one postsecondary student per ACTE Region will be recognized.

Regulations

The award entry form and supporting documentation for the nomination must be postmarked no later than September 30, 2014.

Members of the student organization committee of the ACTE Business Education Division will screen the materials of the nominees.

Notification to the recipients of the award will be made by October 31, 2014.

The recipients of the award will be recognized at the opening session of the Business Education Division at CareerTech VISION of the school year following nomination. The recipients will be responsible for all travel expenses if they attend CareerTech VISION. Attendance at VISION by the recipients is not mandatory to receive recognition.

All materials must be typewritten. The following must be submitted electronically by the deadline of September 30, 2014:

The completed entry form with nominee information block completed on the rating sheet.

A one-page letter of application for the award from the nominee.

A brief (not to exceed two pages) resume of the nominee.

A one-page essay written by the nominee outlining his/her success and future career plans, and how involvement in business courses and a career and technical student organization has enhanced the student's leadership and professional development.

One letter of recommendation (not to exceed one page) from the nominee's business education teacher or career and technical student organization local or state adviser.

Photographs are not allowed. No other materials will be accepted. Materials will not be returned.

The nomination materials should follow the same sequence given on the rating sheet. If information is not available for a particular criterion, include a statement to that effect.

Judges must deduct 1 to 10 points from the scores of nominees who submit materials by the stated deadline but do not adhere to the award guidelines for the submission of proper materials.

Nominees failing to submit the proper materials by the stated deadline will be disqualified.

The letter of application, resume, and essay must be prepared by the student member-not teachers or advisers. Teachers or advisers should serve as consultants to ensure that these materials are well organized, contain substantiated statements and are written in a business style.

Procedure

Criteria for selection of the nominee should include:

business course(s) or program(s) in which the student is currently enrolled or has completed years of participation in career and technical student organization activities

extent of participation in conferences sponsored by the local, state, and national associations of the career and technical student organization

officer and committee chair positions held in the career and technical student organization

participation in school and community activities

awards and honors received

career plans

The materials submitted should address the above criteria.

Judging

There will be a panel of judges from the ACTE Business Education Division. Judges will use the rating sheet attached to these guidelines to evaluate the materials submitted by the nominee.

Students must achieve an average rating from the judges of at least 70 points to receive the award.

All judges' decisions are final.

ACTE BUSINESS EDUCATION DIVISION

Entry Form for Outstanding Business Education Student Awards

ACTE Region _____ Secondary
Post-Secondary

Name _____

Complete home address _____

Name of School _____

Complete Address of School _____

Home Phone _____ School Phone _____ E-mail _____

Career and Technical Student Organization Membership:

Business Professionals of America Future Business Leaders of America-Phi Beta Lambda

Pi Omega Pi

Member of Business Education Division of ACTE Making Nomination:

Name _____ State _____

ACTE **current** membership number _____

Complete home address _____

I certify that the attached nomination materials are my own work _____
Signature of Student/Nominee

FOR OFFICE USE:

Electronic Application must be received no later than
September 30, 2014 and e-mailed to:

_____ E-Mail Postmark

- (1) entry form
- (1) letter of application
- (1) résumé
- (1) essay
- (1) letter of recommendation

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ACTE BUSINESS EDUCATION DIVISION

Outstanding Business Education Student Awards Rating Sheet

Points given may range between zero and the maximum number indicated.

BUSINESS COURSES/PROGRAMS

Business course(s) or program(s) currently enrolled/completed _____ 10

CAREER & TECHNICAL STUDENT ORGANIZATION LEADERSHIP AND INVOLVEMENT

Year(s) of membership	_____	5	
Local office(s) holding/held	_____	10	
State and/or national office(s) holding/held	_____	10	
Committee chair positions(s) holding/held	_____	10	
Attendance at state leadership conferences	_____	5	
Attendance at national leadership conferences	_____	5	
Participation in competitive events on the state level	_____	5	
Participation in competitive events on the national level	_____	5	_____ 55

OTHER LEADERSHIP ROLES

Participation in other school activities	_____	5	
Participation in community activities	_____	5	
Awards and honors	_____	5	
Career plans	_____	5	_____ 20

MATERIALS FORMAT

Information follows sequence of rating sheet	_____	5	
Clear and concise presentation of facts with logical arrangement	_____	5	
Correct grammar, punctuation, spelling, and acceptable business style	_____	5	_____ 15

Nominee Information

To be completed by nominee:

Name _____

ACTE Region _____

Secondary

Post-Secondary

SCORE _____ 100

Total points deducted for not adhering to regulations _____

Final Score _____

Judge's Signature _____