

## TEACHER OF THE YEAR

**It is imperative that the Teacher of the Year nominations are properly submitted in order for consideration. Please use the below checklist to be sure you are sending a complete package to your Department Chairman.**

- **Completed entry form**
  - To include Nominated Teacher information
    - \* Name
    - \* Email
    - \* Subject and grade taught
    - \* Current school
    - \* School address
    - \* School phone #
  - To include Number of words in written essay (**not to exceed 350**)
  - To include Person Nominating Teacher
    - \* Name
    - \* Address
    - \* City, State, Zip
    - \* Phone #
    - \* Date submitted
    - \* Signature

**Please review the front of the entry form carefully and be sure all the information has been completed in its entirety.**

**STOP! BEFORE SUBMITTING TO YOUR DEPARTMENT CHAIRMAN, HAVE YOU ENCLOSED THE FOLLOWING?**

- Completed entry form
- Neatly hand printed or typed written nomination, not to exceed 350 words?  
*Information on what should be included in this brief essay can be found in the nomination packet.*
- One page resume
- Up to five (5) pages of documentation of their teaching experience (references, news articles, etc.)
- Head and shoulder photo of themselves

**All entries must be to the Department Chairman by December 1st.**