Memorandum

TO: State Association Directors

FROM: Janet Conner

Date: November 20, 2019

SUBJECT: SkillsUSA Advisor of the Year Information/Materials

At the District Level
Step #1 Distribute the attached application throughout your district. Once the district director has received all applications, they will select a district SkillsUSA Texas Advisor of the Year.
Step #2 The District Director will send the name and appropriate paperwork for your winning district advisor to your State Executive Director. Each district will award one advisor “Advisor of the Year” for that district.
Step #3 District winners will be notified and invited to attend the SkillsUSA Texas Leadership and Skills Conference. There will be one winner for Texas Secondary Division that will represent Texas Secondary Division as the Advisor of the Year for national competition.
Step #4 During the State Conference a SkillsUSA Texas Advisor of the Year will be announced.

At the National Level
Step #5 The State will submit the winner application to the national committee chairperson.
Step #6 All nominations received in the national chairperson’s office will be grouped by region and sent to regional representatives of the state directors association. Each regional representative will form a selection committee to review and select a Regional Advisor of the Year. (Note: No region will select their own regional winner).
Step #7 Regional winners are notified and invited to attend the SkillsUSA National Leadership and Skills Conference (NLSC). There will be one winner per region. The winner could be either high school or college/postsecondary.
Step #8 During NLSC, the regional winners will be interviewed by a selection committee comprised of the state association directors, national staff, members of the board and industry representatives.
Step #9 All regional winners will be introduced and recognized at the Opening Ceremony during the NLSC. The National Advisor of the Year will be announced during the event. The winner could be either high school or college/postsecondary.

NOTE: Based on funding:
1. $2,500 program grant will be issued for national winner’s school and $1,000 program grants will be issued for the four (4) remaining regional winner’s schools.
2. $500 travel subsidy (reimbursement) to each regional winner (to individual or to agency providing travel to NLSC).
3. For national winner, three (3) trips to SkillsUSA events to include round trip air fare, meals and lodging.

Please note the following deadlines:
- Applications due dates to your district directors will be prior to your district conference in the spring. The date will be posted on your district webpage at www.skillsusatx.org.
- State winner selected no later than state conference.
- State winner’s revised paperwork must be postmarked to the state office by November 15th. Revisions may include accomplishments since the district application process.
The regional representatives' selections of the five regions will be submitted to national staff during the state association director officers' winter meeting (end of January). Formal recognition and selection of the National Advisor of the Year will take place at the NLSC.

Nominator’s Instructions:
Nominator should submit to his/her SkillsUSA Texas District Director:

- Nomination form
- One page narrative-style biography of the nominee (one page, single-spaced).
- One page accomplishments or resume
- Three letters of support or recommendation (maximum)
  
  More than three (3) letters will disqualify the nominee.
  
  Note: Information provided in letters of support weighs heavily in evaluation.
- State Director letter of support indicating the nominee is the “official” nominee. The State Director’s letter does not count as one of the three letters of support/recommendation
- A digital color portrait (head and shoulders shot in SkillsUSA attire) of the nominee.
- No additional materials will be accepted.

The SkillsUSA Texas District Director will submit the nomination materials as a single PDF document to: Janet@skillsusatx.org Janet Conner, Executive Director, SkillsUSA Texas

The procedure for the final selection of the Texas Advisor of the Year is as follows:

1. After all nominations are received from each district, they are reviewed by a state selection committee.
2. All District nominations are invited to the State Conference to be recognized at the State Conference.
3. A Texas Advisor of the Year is awarded during the opening or closing ceremony of the annual SkillsUSA Texas Leadership and Skills Conference.
4. Documents are reviewed and revised to be sent to the national selection committee by the executive director of SkillsUSA Texas.

The procedure for the final selection of the National Advisor of the Year is as follows:

1. After all nominations from the individual states are received as instructed above they are separated by region.
2. The nominations are then sent to Regional Representatives of the State Directors Association (representatives receive different regions each year).
3. The regional representative then forms a review committee to select a regional winner. Attached rating form and evaluation rubric will be used by regional preventatives in the selection process.
4. Regional winner names are returned to the Chair prior to or at the State Directors Association Board of Directors in January.
5. Regional winners are interviewed at the National Leadership and Skills Conference, and an overall national winner are selected.

Criteria
This award will be presented annually to secondary and/or postsecondary educators involved in technical, skilled, and service occupations, including health occupations courses, and who have achieved prominence at local, state or national levels.

Eligibility
Eligible individuals are individuals who are currently employed by high schools, postsecondary institutions, career centers, area vocational technical schools, etc. Contributions and achievements on which the nomination is based should have been made within the past ten years. The nominee must be a paid SkillsUSA professional member.
Nomination Form-Page 1
National Advisor of the Year

Region ___________  Date: ________________

Name of Nominee _______________________________________________________

Home Address __________________________________________________________

City __________________ State ______ Zip ___________

Home Telephone _______________ Home E-mail Address ______________________

Current job title:_________________ CTE subject area:_______________________

Current paid member of SkillsUSA: (Please circle)  Yes  No

School Name ___________________________________________________________

School Address _________________________________________________________

City __________________ State ______ Zip ___________

School Telephone _______________ School E-mail Address __________________

School Administrator Signature (recommendation letter will suffice for signature) __________

Number of Years as a SkillsUSA Advisor: ___________________

Nominator’s Name _________________________________________________

Nominator’s Title _________________________________________________

Nominator’s Address _________________________________________________

City __________________ State ______ Zip ___________

Home Telephone ___________________  Office Telephone ______________________

E-mail Address ________________________________

State Director e-mail address__________________________________________
National Advisor of the Year
Outstanding SkillsUSA Contributions and Achievements of Nominee

Describe in the space provided the contributions and achievements of the nominee that have advanced SkillsUSA in the nominee’s state, region and/or nation. You may also describe how the nominee has advanced career and technical education in his/her occupational area. Please use this sheet. Answers may be supplemented on a single-spaced, 8 ½” x 11” page. Please use the Times font – 12 point type. Use front of page only.

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SkillsUSA Advisor of the Year application
Nomination Form-Page 3
National Advisor of the Year
Accomplishments or Resume of Nominee

Please use this sheet or answers may be supplemented on a single-spaced, 8 ½” x 11” page. Please use the Times font – 12 point type. Use front of page only

 Significant positions held: (in education or SkillsUSA)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
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________________________________________________________________________________

Honors and/or recognitions:

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Professional Memberships: (include offices held)

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Civic, Fraternal Activities, etc.:

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________________________________________________________________________________
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Other specialized SkillsUSA activities, such as community service, safety projects or any other activity above and beyond the call of duty:

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Nominee evaluated: ________________________________

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<thead>
<tr>
<th>Criteria</th>
<th>Possible points</th>
<th>Points Scored</th>
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<tbody>
<tr>
<td>Outstanding SkillsUSA contributions and</td>
<td>50</td>
<td></td>
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<tr>
<td>Accomplishments</td>
<td></td>
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<tr>
<td>Significant positions held</td>
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<tr>
<td>Honors and/or recognitions</td>
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<tr>
<td>Professional memberships (include office held)</td>
<td>10</td>
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<td>Civic, fraternal activities, etc.</td>
<td>10</td>
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<tr>
<td>Letter of Recommendation (Three letters, plus state</td>
<td>10</td>
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<td>director’s letter)</td>
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<tr>
<td><strong>Total points possible</strong></td>
<td><strong>100</strong></td>
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Evaluated by: ________________________________ Date: __________
SkillsUSA Advisor of the Year application

Nominee evaluate___________________________________________

Outstanding SkillsUSA contributions and accomplishments (circle one number)

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<th>10</th>
<th>20</th>
<th>30</th>
<th>40</th>
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<td>Basic related, minimal</td>
<td>Wide range and ongoing involvement</td>
<td>Active leadership roles, involvement beyond local level, etc.</td>
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Significant positions held (in educations or SkillsUSA)

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<th>4</th>
<th>6</th>
<th>8</th>
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<td>Basic related, minimal</td>
<td>Wide range and ongoing involvement</td>
<td>Active leadership roles, involvement beyond local level, etc.</td>
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Honors and/or Recognition

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<tbody>
<tr>
<td></td>
<td>Number of awards</td>
<td>Range of awards</td>
<td>Many stand-out awards highest honors</td>
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Professional Membership

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<td></td>
<td>Basic related, minimal</td>
<td>Wide range of activities, ongoing involvement</td>
<td>Active leadership roles, involvement beyond local level, etc.</td>
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Civic, fraternal activities, etc.

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<td></td>
<td>1 or 2 activities involving limited time/effort</td>
<td>Expanded range of involvement valuable learning experiences</td>
<td>History of service; long-term personal career goals</td>
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Letters of Recommendation – Maximum of 3 plus State Director

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<th>16</th>
<th>20</th>
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<td></td>
<td>Letters indicate basic support, minimal</td>
<td>Letters indicate expanded range of involvement</td>
<td>Letters indicate wide range of support with ongoing involvement</td>
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Comments by evaluator: ________________________________________________________

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Evaluated by: ___________________________ Date: ____________