

American Association of Family and Consumer Sciences
National Teacher of the Year Award

Guidelines and Nomination Form

Due on the Second Monday of January

Governing Statements for All Categories of Awards

- *All policies, procedures, and guidelines must be followed in order for the nomination to be considered for juried review for the award.*
- *Applicants are allowed to submit to only one award, grant, fellowship, or scholarship per year review cycle.*
- *The Awards and Recognition Committee reserves the right not to choose a recipient for an award, grant, fellowship, or scholarship if jurors do not find a worthy applicant.*
- *A graduate fellowship and/or scholarship recipient cannot re-apply for any graduate fellowship or scholarship the succeeding year following acceptance of funds from a graduate fellowship or scholarship.*
- *Members of the AAFCS Board of Directors and Awards and Recognition Committee are not eligible to apply during their terms of office; AAFCS staff members are not eligible to apply during their periods of employment with the Association.*

Overview:

The AAFCS National Teacher of the Year award was established in 1974 to recognize exemplary teachers who utilize cutting-edge methods, techniques and activities to provide stimulus and visibility to family and consumer sciences in elementary and secondary education. Through the years, this award has been sponsored by prestigious sponsors beginning with *Family Circle* magazine followed by Chesborough Ponds, and Glencoe/Mc-Graw Hill. Goodheart-Willcox is the current sponsor.

One AAFCS National Teacher of the Year and up to two merit finalists will be selected. To receive the AAFCS National Teacher of the Year Award, the awardee must attend the AAFCS Annual Conference & Expo to be recognized and presented with a commemorative plaque and \$2,500. The awardee will also receive up to \$1,000 of support to be used for one year of AAFCS membership and participation in the AAFCS Annual Conference & Exposition. Merit and Affiliate awardees will also be recognized.

The AAFCS National Teacher of the Year must present his/her program at the AAFCS ESAE Showcase during the AAFCS Annual Meeting and display his/her Teacher of the Year nomination package (steps 2 through 5) in a notebook binder (pages displayed in sheet protectors). The awardee shall also participate in any programs as requested by AAFCS. In addition to the awardee's responsibilities at the conference, he/she may also be asked (a) to serve as a designated spokesperson for family and consumer sciences secondary education and AAFCS throughout his/her year as the National Teacher of the Year and (b) to be available for interviews with the media. (Media relations training will be provided by AAFCS headquarters staff.)

Merit finalists and Affiliate awardees (including those not attending) are expected to display his/her Teacher of the Year Nomination Package (steps 1 through 5) in a notebook binder (pages displayed in sheet protectors) during Annual Conference at the ESAE Curriculum Showcase. Awardees, if not attending, are responsible for getting their materials to and from the conference.

Eligibility:

An Affiliate Teacher of the Year who:

- Is a member of AAFCS at the time of submission and at the time of the conference plus the three (3) consecutive years immediately prior to this submission.
- **Has taught the submitted program a minimum of two previous years and the current year.**
- Is employed as a full time, permanent family and consumer sciences teacher in grades kindergarten through 12 (K-12), or full time permanent FCS Teacher who has retired within twelve months of the AAFCS National Nomination deadline.
- Is a full time teacher employed in grades kindergarten through 12 (K-12) with a minimum of one-half day as a Family and Consumer Sciences teacher.

Recipients are eligible to receive the National Teacher of the Year Award or be recognized as a merit finalist or be affirmed as an Affiliate Teacher of the Year more than once if the outstanding program for which the teacher is currently nominated differs from the one for which the same teacher was formerly recognized.

AAFCS members can be the National Teacher of the Year only once with the current nominated program. Merit finalists and affiliate winners may submit an application, for the second time, with the current nominated program if approved by his/her-affiliate.

Nomination Form

Save this form to your computer's hard drive before you begin to work on it.

Nomination Process:

- Nomination is made by the affiliate president or awards committee chair.
- One Teacher of the Year nomination per affiliate.
- Nomination materials are prepared by the nominee with the exception of support materials or media examples.

SIX STEPS:

1. **National Teacher of the Year Award Nomination Form** – The online nomination form questions will be answered via a survey link posted on the awards page. The questions are listed on page four-five of this document in order to allow you to prepare the answers in advance of accessing the survey link. We encourage you to save the form in your computer's hard drive, complete the answers, and then access the survey.
2. **Nominee's Current Curriculum Vita or Resume'**: *Three-page maximum, single-spaced, may use bullet form, with one-inch margins and 12-point sans-serif font and in PDF format.* Include education, professional experience, professional organizations/roles, teacher related awards, and relevant community activities pertaining to the nominated FCS Curriculum Focus.
3. **FCS Curriculum Focus**: *8-page maximum, double-spaced, with one-inch margins and 12-point sans-serif font, in PDF format:* Curriculum focus includes an original, expanded, or substantially modified traditional FCS content area, OR, a teaching emphasis consistently embedded in the nominee's curriculum, i.e. service learning, project based learning, STEM, and communications. Use the following headings to describe the integration of FCS curriculum focus, using the terms below as subheadings to inform or give evidence. Incorporate supporting items in readable scale such as photographs/drawings, figures/tables, and media clippings et al., which illustrate and further explain the curriculum focus. (Supportive items must be included in the eight pages.)
 - A. Description: Describe how your FCS Curriculum Focus exhibits creativity, innovation, and cutting-edge techniques and alignment with State or FCS National Standards.
 - B. Technology: Describe how technology has impacted your curriculum focus.

- C. School/Community Setting: Briefly describe school/community and FCS Department. Include school and total FCS enrollment and the enrollment in the nominated curriculum focus for at least the past three years.
- D. Goals and Outcomes: Describe goals, outcomes and sustainability in narrative, list and/or graphic form.
- E. Impact Statements:
 - 1. Student Impact: Provide evidence that the curriculum focus has had a positive influence on students' lives during and beyond the duration of the curriculum focus.
 - 2. FCS Impact: Describe how the curriculum focus increases the visibility, growth, recognition, appreciation of, and support for FCS in the school and community.
 - 3. School/Community Impact: Describe how this curriculum focus has had a relevant and timely impact on the school and/or community needs.
- F. Funding and Challenges: Describe how nominee used ingenuity and perseverance to obtain, maximize, and sustain funding and/or overcome obstacles or challenges.

4. Letters of Support (maximum of 4, including one from Affiliate president or awards chair):

- The nominator's (Affiliate president or awards chair) letter should describe what makes the candidate eligible for the award in PDF format.
- Up to three letters of support should come from persons in a position such as supervisor, colleague, parent, student, educational partner or community leader who give evidence of the impact and importance of the nominee's contributions to students, families, and the community in PDF format.

5. Photo of candidate: (to be submitted as an attachment) A photograph of the candidate is requested and submission of a photograph provides AAFCS with permission to use the photograph for publicity purposes. It will also be helpful to candidates for local press coverage at the Affiliate level and beyond. Note: Provide the photo in JPG format.

6. Include the Teacher of the Year Application Check List.

Format requirements: Candidate will be ruled ineligible for the top awards (Teacher of the Year, Merit Finalist) if any one of these requirements is not met.

- Maximum 75-word abstract to be entered in data questionnaire. (Must adhere to 75-word count.)
- Resume or Vita – Three-page maximum, single spaced, may use bullet form with 1" margins, sans-serif and 12-point size.
- FCS Curriculum Focus: 8-page maximum, double spaced, 1" margins, sans-serif and 12-point size.
- Four letters maximum of support, which includes one from Affiliate president or awards chair.
- Photo attached in jpg file.
- Materials must be in PDF format or JPG for pictures
- Materials are written in English.
- Application Check List has been included.

Once you have completed the online data survey and prepared the documents listed in Steps 2-6 above, send them via email to awards@aafcs.org. If you have any questions, please call 703-706-4600 ext. 4606.

Please keep a copy of all materials submitted to AAFCS; materials will not be returned to nominees.

***Note: All materials submitted must be in English.**

AAFCS National Teacher of the Year Award Nomination Form

The information below is included for preparation purposes. You will be asked to submit answers to these questions via an online **data questionnaire** which will be posted on the Awards page of AAFCS. Please save this document to your hard drive, review and answer the questions thoughtfully and have the answers ready for the completion of the survey.

I. Please read, sign, and date

I understand that if chosen to receive the AAFCS National Teacher of the Year Award, I must attend the AAFCS Annual Conference. If I am unable to attend, I understand that the award will be presented to another worthy candidate.

Signature

Date

II. Nominee contact information

*Note: **The National Teacher of the Year winner will be recognized in AAFCS conference materials, online and in various AAFCS communications.** AAFCS credentials will be included with the nominee's name, but due to space limitations other certifications or degrees will not be included*

Name:

Professional title/position:

Name of school:

Name of principal:

School mailing address:

City, State and Zip:

School telephone:

Home mailing address:

City, State and Zip:

Home telephone:

Preferred Email address:

III. Title and Abstract (To be entered in the data questionnaire)

Title:

Abstract: **Using a maximum of 75 words**, state the primary focus of the program and identify the issues/areas it was designed to address. **(If abstract exceeds 75 words, you will not be considered for the top national awards.)** Highlight ways in which the goals and intended outcomes have been and are being accomplished. (*Note: AAFCS reserves the right to edit the abstract for consistency, length, and style.*)

IV. Nominee's AAFCS membership and credential information

AAFCS member number:

Years of AAFCS membership:

Which AAFCS credential(s), if any, does the nominee hold as of the due date of the nomination?

CFCS CFCS-HDFS CFCS-HNFS CPFFE CFCS-Retired CPFFE CNWE

V. Nominator contact information

Name:

Name of affiliate:

Mailing address:

City, State and Zip:

Daytime telephone:

Preferred email address:

VI. Curriculum Focus

How long has the curriculum focus been implemented by the nominee? _____

Did the nominee create this curriculum? Yes No

Did the nominee adapt an existing program? Yes No

Grade(s) Taught: _____

VII. Advisor/Sponsor of FCS Related Student Organizations

Yes No Family, Career and Community Leaders of America

Yes No Future Educators Association

Yes No Other FCS related student club. Specify _____.

Review Process: Jurors selected by the AAFCS Awards and Recognition Committee review the nominations online and assign points using the Evaluation Criteria below. Nominees and those who nominate or write a letter of recommendation for a current nominee cannot serve as jurors for this award. Additionally, jurors cannot judge nominations from family members, their current students, students at their own institution, nominees who have the same employer, or any nominee for whom there may be a potential conflict of interest. An individual who has been nominated and/or applied for an award, grant, fellowship, or scholarship shall not serve as a juror for any award, grant, fellowship, or scholarship during the period of time in which his or her own nomination or application is being judged.

Award recipients will be announced in the spring of the year awarded.

Evaluation Criteria: Nominations will be evaluated using the point system outlined below and can be awarded no more than 100 points. Guidelines as to what jurors may consider for each criterion are listed for clarity in preparing the nomination and consistency in judging nominations.

Format requirements: (Failure to comply with the requirements will result in you not being considered for the top T.O.Y. awards.)

- Maximum 75 word abstract to be entered in data questionnaire.
- Resume or Vita – Three-page maximum, single spaced, may use bullet form with 1" margins, sans serif font and 12-point size.
- FCS Curriculum Focus: 8 page maximum, double spaced, 1" margins, sans serif font and 12-point size.
- Four letters maximum of support, which includes one from Affiliate president or awards chair and up to three from other sources.
- Photo attached in jpg file.
- Materials must be in PDF format or JPG for pictures
- Materials are written and submitted in English.

American Association of Family and Consumer Sciences National Teacher of the Year Award Evaluation Criteria

The following criteria correspond with the National Teacher of the Year guidelines. They provide clarification, ease in preparing the nomination materials, and consistency in judging.

Evaluation Criteria	Points Possible
Checklist was followed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nominee shows an exemplary level of professional commitment to FCS: <ul style="list-style-type: none"> • Current member of AAFCS the year of nomination plus a required three consecutive years immediately prior to that year. • Nominee has made a contribution to AAFCS at the district, state (affiliate) or national level. • Resume' shows evidence of being active in other professional organizations. • Resume' shows teacher has other professional responsibilities. • Nominee is a current advisor of FCCLA, FEA or involved in another FCS extracurricular activity. 	15
Curriculum Focus Description: Examples of curriculum focus are an original or expanded traditional FCS content area OR a teaching emphasis consistently embedded throughout the curriculum i.e. service learning, technology, project based learning, STEM, communications, etc. <ul style="list-style-type: none"> • Curriculum Focus was created or expanded by the nominee. • Curriculum Focus exhibits innovation, creativity and cutting-edge techniques. • Family and consumer sciences principles are clearly interwoven throughout the focus. • Curriculum focus is in alignment with State or FCS National Standards. • Information is well documented with photos/drawings, graphs/tables and/or media clippings. • The 75-word abstract clearly represents the curriculum focus. • The curriculum focus is clearly and concisely written and free of errors. 	25
Technology: <ul style="list-style-type: none"> • Describe how technology has impacted your curriculum focus. 	5
School/Community Setting: Describe school/community and FCS Department. Include school and FCS enrollment. Also include curriculum focus enrollment for the past three years. <ul style="list-style-type: none"> • Description of the school/community and FCS Department is clearly stated. • School enrollment, where you are currently employed, is included. • Total FCS student enrollment and number of teachers is included. • Curriculum focus enrollment for the past three years is included. 	5
Goals and Outcomes: Specific goals, outcomes and sustainability that address the needs of the school or community. Show that the focus can be replicated. <ul style="list-style-type: none"> • The goals show evidence of meeting specific needs of the school/community. • The goals are specific, measureable and action oriented. • The documentation shows attainment of goals. • The documentation shows the number of years the curriculum focus has been implemented. • The evidence shows how enrollment has been impacted. • The curriculum can easily be modified and replicated for other family and consumer sciences teachers. 	15
Student Impact: Provide evidence that the curriculum focus has had a positive influence on the students' lives during and beyond the program/focus. <ul style="list-style-type: none"> • Identifies how students have been affected by the curriculum focus. • Provides evidence that demonstrates a positive influence over time and beyond the school community. 	10

<ul style="list-style-type: none"> Provides evidence of student involvement in a family and consumer sciences related extracurricular activity. 	
<p>FCS Impact: Describe how the curriculum focus increases the visibility, growth, recognition, appreciation and support of FCS in the school and community.</p> <ul style="list-style-type: none"> Includes evidence of media coverage, testimony, organization publications and/or newsletters. Describes how the administration, staff, community, parents, and students have shown an appreciation and recognition of the FCS program. 	10
<p>School/Community Impact: Describe how this curriculum focus has a relevant and timely impact on the school and/or community needs.</p> <ul style="list-style-type: none"> Describe how the students are impacted by your curriculum focus. Identify interdisciplinary components of the curriculum focus. Describe how the community is involved in the program, i.e. advisory council, guest speakers, etc. Show evidence of community partnerships and collaboration. 	5
<p>Funding and Challenges: Describe how nominee uses ingenuity and perseverance to obtain, maximize, and sustain funding and/or overcome obstacles of challenges.</p> <ul style="list-style-type: none"> Identifies monetary constraints that the teacher creatively overcame in order to implement this curriculum focus. Identifies how the nominee has funded the curriculum, i.e. grants, donations, fees. Identifies how the nominee found unique ways to overcome other obstacles or challenges. 	5
<p>Certification: As of the due date of the nomination form, nominee holds <u>one or more</u> AAFCS credential(s).</p> <ul style="list-style-type: none"> Family and Consumer Sciences (CFCS) Human Development and Family Studies (CFCS-HDFS) Hospitality, Nutrition and Food Science (CFCS-HNFS) Family and Consumer Sciences, Retired (CFCS, Retired) Personal and Family Finance Educator (CPFFE) Certified Nutrition Wellness Educator (CNWE) 	5
Total	100