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The American Legion  
Department of Washington



Educator of the Year Award

**New Categories 2016**

**"A" K-5, "B" 6-8, "C" 9-12 grades**

Revised Nov 2015

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**Rules for Determining Department Winners  
for  
The Educator of the Year Awards**

## **Post, Unit, or Squadron Instruction**

1. Each Post shall select a Chairman whose responsibility will be to provide the District Committee with a suitable and qualified nominee for the award in one of the three categories (K-5, 6-8 and grades 9-12), by documentation, by photos, certificates, news clippings, e-mails, memo's and other documents of support relating to the nominee's career.
2. All nominees for this award must be living, full-time educators working the following year of the award, within the three established grade categories, within the State of Washington.
3. Membership in The American Legion, The American Legion Auxiliary, or Sons of the American Legion shall not be a requirement or consideration in qualifying any nominees for this award.
4. Entry forms provided by the Department shall be used as the sole instrument of certifying a nominee and shall not be used as a basis of accumulating points toward determining winners. Final judgment shall be made from the documenting materials appearing on the maximum 25 pages in the album.
5. Department winners shall be declared on an accumulation of total points using the following rating system:

Section I	Professional Career	(0 to 20 Points)
Section II	Community Service	(0 to 15 Points)
Section III	Family	(0 to 10 Points)
Section IV	Letters of Recognition	(0 to 5 Points)
6. Scrapbooks complete with Legion emblem (if available) and acetate folders and dividers will be presented to the District Chairman for their approval.
7. Scrapbooks will be three-ring binders, 8 1/2 x 11 1/2 inches.
8. Each book shall contain 14 acetate folders providing 25 sides for material to be judged and one acetate folder for the candidate's entry form and one side for the rating index form. A photograph of the candidate must be submitted.
9. Numbered tabs (dividers) shall separate the album into sections suitable for judging.
10. The District Chairman shall be responsible to check each of the District winner's scrap-book. This may be accomplished by a method of the Chairman's own choice.
11. **Deadline for certifying District winners to Department Headquarters is July 1<sup>st</sup> of each year. Judging will be at the start of Dept. Convention of each year by the committee.**



# Rules for Determining Department Winners for The Educator of the Year Awards

## Rules for District Chairman and Department Committee

1. It is great to be a District Chairman, but it's even greater to be a successful one by assuring the challenges and responsibilities attendant with that appointment. Yes, you were chosen as a Chairman because of your record, but with the expectation that you would perform successfully.
2. Chairman should not only give minimized reports at District meetings, but should make personal contacts with various post officials throughout their District thereby encouraging multi-post participation in this outstanding program.
3. This goal can be obtained by the District Chairman immediately contacting at least one selected Post within their District and collaborating with that Post to assure that at least one applicant per District be realized.
4. Each District Chairman shall appoint a Committee of not less than three nor more than five members whose responsibility shall be to judge all applications and select one will who shall represent that District in the Department competition.
5. Each Chairman shall commit their District to the certification of a District winner to the Department by the established deadline.
6. Each District Chairman shall set his/her own deadline for determining the District winner. However, all District winners shall be certified to Department Headquarters no later than July 1<sup>st</sup> of each year.
7. No District or Department winners may be certified for consideration of Educator of the Year for successive years.
8. The nomination for this Award of any member who sits on this committee shall not jeopardize that member's position on this committee. The nominee shall enjoy the same privileges and the responsibilities as all other members.
9. The names of the Department winners of the Educator of the Year Award shall be announced from the podium during ceremonies at the Department Convention.
10. The chairman representing the District from whom the Department winners are selected shall be notified and certified at Department Convention.
11. The Chairman representing the Department winners shall be prepared to provide additional biographical data, if necessary, for a suitable presentation.
12. The winners of the Department Award shall be awarded a check for \$250.00 to be used in their class rooms as they see fit.
13. It is the responsibility of the District Chairman and Post Chairman to assure the presence of their winner at a pre-arrange meeting for the presentation.
14. The Award will be presented before the winner's school assembly, school board meeting and or school staff.
15. The Post Chairperson will get several different dates to the Department Chairman after National Convention, to fit into the Chairman and Dept. Commanders dates.

# Official Entry Form for Educator of the Year Award

(Please Print)

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Recommended by Post # \_\_\_\_\_ Post Chairman \_\_\_\_\_ Telephone \_\_\_\_\_ - \_\_\_\_\_

Category "A" (K-5) \_\_\_\_\_ Category "B" (6-8) \_\_\_\_\_ Category "C" (9-12) \_\_\_\_\_

How long engaged as an educator? \_\_\_\_\_

Present position, giving name of city and school \_\_\_\_\_

List of previous education experiences and locations \_\_\_\_\_

Submit a biographical sketch of nominee including education, family, social/service organizations, or other data suitable for the construction of a speech necessary in the performance of presenting the winner's award.

*Attach a reasonable size photo of the nominee. (Attach appended sheet)*

What makes this candidate an outstanding educator? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this individual's supervisor been informed of this recommendation? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, does he/she concur with the recommendation? Yes \_\_\_\_\_ No \_\_\_\_\_  
If the answer is "yes", please attach a letter of recommendation from the supervisor.

Each Post winner shall have his/her entry data submitted to the District in a form of their own choosing. Each District winner shall have his/her submission prepared as outlined by the rules presented to each District Chairman.

Post submissions should be documented by photos, certificates, news clippings, e-mails, memo's and other documents of support relating to the nominee's career. Submissions should not exceed 25 pages in length to the District and shall not exceed 25 pages to Department.

Department will return all entries to the nominees.

Judging will be governed by the rules approved by the District Chairman as listed above and appended to this entry form.

This recommendation was submitted by \_\_\_\_\_ Post \_\_\_\_\_ District \_\_\_\_\_

The American Legion, Department of Washington

\_\_\_\_\_  
Post Commander

\_\_\_\_\_  
Post Adjutant

\_\_\_\_\_  
Post Chairman



# Educator of the Year

## District Winner Certification

(For District and Department use only)

To be completed by District Commander, Adjutant and Education District Chairman.

We, the undersigned, certify that \_\_\_\_\_ is the winner in the District \_\_\_\_\_ Educator of the Year Award.

Category "A" (K-5) \_\_\_\_\_ Category "B" (6-8) \_\_\_\_\_ Category "C" (9-12) \_\_\_\_\_

\_\_\_\_\_  
District Commander

\_\_\_\_\_  
Adjutant

\_\_\_\_\_  
Chairman

## Department Certification

This is to certify that \_\_\_\_\_ is the winner of The American Legion, Department of Washington "Educator of the Year Award".

Category "A" (K-5) \_\_\_\_\_ Category "B" (7-12) \_\_\_\_\_ Category "C" (9-12) \_\_\_\_\_

\_\_\_\_\_  
Department Chairman

\_\_\_\_\_  
Department Adjutant

Please attach to the application

**Educator of the Year**  
**Judge's Scoring Sheet**  
(For District and Department Use only)

Candidate's Name \_\_\_\_\_

Category "A" (K-5) \_\_\_\_\_ "B" (6-8) \_\_\_\_\_ "C" (9-12) \_\_\_\_\_

A. **Professional Career** (0 to 15 Points): Has the candidate;  
Exhibited a desire to improve his/her ability to do their job?  
Has the candidate received additional training, certifications,  
and served in leadership positions, etc.?

\_\_\_\_\_

B. **News Clippings** (0 to 5 Points): Newspaper or magazine  
articles describing a school/class project, event undertaken  
by this candidate.

\_\_\_\_\_

C. **Community Service** (0 to 15 Points): Does the candidate  
participate in community service activities? This may  
include membership in community service organizations and  
participation in their activities.

\_\_\_\_\_

D. **Family** (0 to 10 Points)  
Does the candidate exhibit strong family values?

\_\_\_\_\_

E. **Letter(s) of Recognition** (0 to 5 Points)  
Letters of achievement, commendation or recognition the  
candidate has received for his/her classroom or community efforts.

\_\_\_\_\_

Total Points

\_\_\_\_\_  
(Maximum of 50 Points)

Judge's Initials

\_\_\_\_\_

**Please attach to the application**