



December 9, 2016

Dear ACE members:

At this time your professional organization is making plans to honor those among us whose contributions to our students and programs merit special recognition. A committee has established the following awards to be presented during the 2017 COABE/ACE Conference Opening Session scheduled for Monday, April 3, 2017 at Disney's Coronado Springs Resort. What a wonderful opportunity to recognize Florida's adult and community educators in front of a national audience!

This year, ACE will be recognizing three award categories. The forms and descriptions for each award are included with this letter. Please note that the nominees do not need to be members of ACE, but persons submitting the nominations must be members. The categories are listed below.

- (1) Teacher of the Year
- (2) The John E. Lawrence Administrator of the Year
- (3) Volunteer of the Year

We know that you are aware of many individuals worthy of recognition by our association. At the same time, I also realize how extremely busy you are; however, we feel that you will want to help us in lauding outstanding contributions to adult and community education. Your input will be welcomed and appreciated.

Please email your nomination(s), along with letters of endorsement, to Julie Roberts, ACE of Florida, julie@aceofflorida.org. Be sure to include one or two colored pictures in a jpeg format of your nominee. The deadline for nominations is **February 17, 2017**. If you have any questions, please contact Julie Roberts at the ACE office, (850) 222-2233.

We thank you in advance for your assistance in this important task, and look forward to learning about exemplary achievements that have been accomplished in your local area.



2017 COABE/ACE Conference
April 2-5, 2017
2016-2017 Awards Criteria Form

Please check the category for which you are nominating your candidate. **The deadline for the nomination is February 17, 2017.**

_____ **Teacher of the Year**

The nominee should be an exceptionally skilled and dedicated **part-time** or **full-time** teacher in adult or community education. The teacher should have:

1. A proven record of student success.
2. Participated in professional development activities.
3. The support of students, fellow teachers, and administrators.

_____ **The John E. Lawrence Administrator of the Year**

The nominee should be an administrator who has demonstrated outstanding achievement in adult or community education in the following ways:

1. Selecting, developing, and supporting effective teachers.
2. Developing and implementing innovative programs.
3. Attaining outstanding accomplishments while working with students, programs, agencies and/or communities.
4. Demonstrating exemplary commitment to professional and community organizations which support adult and community education.

For this category, at least one of the three required letters of recommendation must be from a supervising administrator.

_____ **Volunteer of the Year**

The nominee should be an individual who has demonstrated outstanding volunteer service in the field of adult or community education in the following ways:

1. Volunteering time, materials, or efforts to adult or community education activities.
2. Providing assistance which has positively benefited adult and community education concepts.
3. Playing a key role in promoting educational improvements.



2016-2017 ACE Awards Nomination Requirements

1. **Email** Criteria Form, Nomination Form and no more than two pages of data about the person and his/her accomplishments to julie@aceofflorida.org. Address specifically the stated criteria for the category of the nomination. Nominations are rated according to the stated criteria for each category.
2. Also required are three letters of endorsement.
3. **Email one or two colored pictures** in a jpeg format of your nominee to julie@aceofflorida.org.

Please email your nomination(s) to: **Julie Roberts, ACE of Florida,**
julie@aceofflorida.org. **Deadline is February 17, 2017.**

If you have any questions or concerns regarding the awards, please feel free to contact Julie at the ACE office, (850) 222-2233.



2017 COABE/ACE Conference

April 2-5, 2017

2016-2017 Awards Nomination Form

Award Category: _____
(Teacher, Administrator or Volunteer)

Nominee's Name: _____

Nominee's Organization: _____

Nominee's Address: (work) _____

Nominee's Telephone: (work) _____

Nominator's Name: _____

Nominator's Address: _____

Nominator's Telephone: (work) _____

Nominator's Email: _____

Reason for nomination:

(Please give a **brief** overview. See **full nomination requirements** on previous page.)

Nominator's Signature: _____ Date: _____