



August 16, 2019

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 our 2019 ACE Conference Awards Luncheon at the Hilton West Palm Beach and the Palm Beach County Convention Center on Friday, October 4, 2019.

- (1) Teacher of the Year
- (2) The John E. Lawrence Administrator of the Year
- (3) Volunteer of the Year
- (4) Business Supporter of the Year
- (5) Media Promotion of the Year
- (6) Instructional Support Staff of the Year
- (7) Non-Instructional Support Staff of the Year

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.

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) to ashley@aceofflorida.org. Please include one or two colored pictures in a **jpeg format** of your nominee. **The deadline for nominations is extended to September 6, 2019.** If you have any questions, please contact Ashley Olevitch 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.



2019 ACE Conference
October 2-4, 2019
2019 Awards Criteria Form

Please check the category for which you are nominating your candidate.
The deadline for the nomination is EXTENDED TO September 6, 2019.

_____ **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.

_____ **Business Supporter of the Year**

The nominee should be a business, industry, or organization which has provided exceptional support for adult and community education through one or more of the following ways:

1. Facilitating interagency cooperation and collaboration.
2. Providing financial commitment.
3. Demonstration public relations efforts.
4. Establishing a distinguished record of meeting community needs.

_____ **Media Promotion of the Year**

The nominee should be a media enterprise which has demonstrated outstanding support of adult and community education in the following way:

Publishing/broadcasting ongoing information regarding adult and community concepts, community education activities and related services.

_____ **Instructional Support Staff of the Year**

(Guidance Counselors, Resource Teachers, Career Specialists, etc.)

The nominee should be an individual that provides exceptional instructional support for adult and community education through the following ways:

1. Exhibit positive regard for the roles and responsibilities of all staff members.
2. Foster collaborative relationships with colleagues, students and the community to promote student achievement.
3. Play a key role in supporting the instructional process.

_____ **Non-Instructional Support Staff of the Year**

(Secretaries, Administrative Assistants, Aides, etc.)

The nominee should be an individual that provides exceptional non-instructional support for adult and community education through the following ways:

1. Demonstrate excellent customer service skills.
2. Demonstrate highly effective computer and information support.
3. Establish and maintain high regard and rapport with students, teachers and staff to support the educational process.

Nomination Requirements:

1. Email to ashley@aceofflorida.org the Category Form, Nomination Form and no more than two pages of data about the person and his/her accomplishments. 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 ashley@aceofflorida.org.

Please email your nomination(s) to: ashley@aceofflorida.org.

Deadline is extended to September 6, 2019.



2019 ACE Conference

October 2-4, 2019

2019 Awards Nomination Form

Award Category: _____
(Teacher, Administrator, Volunteer, Business Supporter, Media Promotion, Instructional Support or Non-Instructional Support)

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: _____