

# SOUTH CAROLINA BUSINESS EDUCATION ASSOCIATION

## Operating Policies and Procedures

### SCBEA Awards Program

The SCBEA Awards Program is established to recognize business educators annually in South Carolina who have made major accomplishments in business education. The program is patterned after the NBEA Awards program with the intent to inspire, promote, honor, and reward outstanding achievement in and contributions to the profession. The SCBEA Awards program is designed to recognize **one** (1) person annually from the **Middle School/Junior High, Secondary, Post Secondary, New Teacher, Supervision, and Teacher Educator** levels in addition to the **Outstanding Leadership Award**. The **Outstanding Leadership Award** nominee may be a representative from any one of the above categories.

#### COMMITTEE MEMBERSHIP

- 1.1** The SCBEA Awards Selection Committee membership will consist of up to six committee members. The members of the committee will be the immediate past recipients of the SCBEA Awards.
- 1.2** The winner of each category will automatically become a member of the Awards Selection Committee the following year for a one-year term.
- 1.3** A member of the SCBEA Awards Selection Committee cannot accept a nomination while serving as a member of the SCBEA Awards Selection Committee.
- 1.4** If the Awards Selection Committee does **not** have a representative for each award category, it will be the responsibility of the SCBEA President to make all appointments. An appointment to the committee made by the SCBEA President must be representative of the vacant category. (A vacancy could be the result of a category not being presented due to the lack of a nominee, a nominee not meeting the criteria, or an award winner not being able to serve on the SCBEA Awards Selection Committee.) The SCBEA President will appoint a previous award winner or a representative of the vacant category to fulfill the vacant position(s).

#### CHAIRPERSON

- 2.1** The Awards Selection Committee Chairperson will be determined on a rotation system. The rotation begins on July 1, 1999, with the 1999 winner of the Teacher Educator Award serving as chairperson in 1999-2000. The chairperson will rotate based on the SCBEA fiscal year in the following sequence:
  - 1999 **Teacher Educator**
  - 2000 **Outstanding Leadership Award**
  - 2001 **Secondary Teacher of the Year Award**
  - 2002 **Post Secondary Teacher of the Year Award**
  - 2003 **Middle School/Junior High Teacher of the Year**
  - 2004 **Supervision Distinguished Service Award**

## SELECTION CRITERIA

- 3.1 The recipient of each award must be a member of NBEA, SBEA, and SCBEA. The recipient must be a person who, in the judgment of the SCBEA Awards Selection Committee, has made outstanding contributions to the development and advancement of business education as a whole and to business education related professional organizations.
- 3.2 A candidate must be nominated on the official **Nomination Form** and the nominee must complete the official **Application Form**. Selection will be made strictly on the merits of the contribution of the recipient without reference to the number of nominations received by the candidate. The **Application Form** and a maximum of **two (2)** supportive documents will be completed and submitted by the nominee by the designated deadline. The candidates will be disqualified if additional pages expanding the **Application Form** are submitted.

## OPERATING PROCEDURES

The SCBEA Awards Program criteria are a part of the **Operating Policies and Procedures** in the SCBEA Handbook.

- 4.1 The SCBEA Awards Selection Chairperson will obtain the Awards Criteria and Operation Policies and Procedures from the outgoing SCBEA Awards Selection Committee Chairperson and will mail a copy to all committee members.
- 4.2 The SCBEA Awards Selection Chairperson automatically assumes chairmanship of the Awards Program based on the rotation shown in the **Operating Policies and Procedures** and must submit his/her name and mailing address to the President-Elect by July 1.
- 4.3 The President-Elect will add the SCBEA Awards Selection Committee Chairperson's name and address to a camera-ready copy of the **Nomination Form** and **Criteria** for the **Middle School/Junior High, Secondary, New Teacher, Post Secondary, Teacher Educator, Supervision, and the Outstanding Leadership Awards**.
- 4.4 The President-Elect will reproduce copies of the **Nomination Form** and the **Criteria**. The **Nomination Form** and the **Criteria** will be mailed to the SCBEA membership via the SCBEA newsletter and/or the SCBEA web page.
- 4.5 **Nomination Forms** must be completed and returned to the Awards Selection Committee Chairperson by the designated deadline.
- 4.6 The Awards Selection Committee Chairperson will send an **Application Form** and the **SCBEA Awards Criteria** to each candidate nominated.
- 4.7 Each nominee must return **five (5)** copies of the completed **Application Form** and **two (2)** supportive documents to the Awards Selection Committee Chairperson by the designated deadline.

- 4.8 The Awards Selection Committee Chairperson will verify each candidate's membership in NBEA and SCBEA before submitting the completed **Application Forms** on the awards committee members.
- 4.9 After verification of the candidates' membership, the Awards Committee Chairperson will compile by category the completed **Application Forms** and **Score Sheets** for each verified nominee and forward them to the committee members.
- 4.10 Each committee member will return the completed **Score Sheets** to the Awards Selection Committee Chairperson to determine the winner of each SCBEA Award.
- 4.11 The Awards Selection Committee Chairperson will notify the Awards Committee members, as well as the winner of each award, of the time and place of the awards presentation. The awards will be presented at the annual SCBEA Convention. In the year SCBEA hosts SBEA, the awards presentation will be made at the SCBEA Luncheon at the SBEA Convention.
- 4.12 Each committee member will prepare a **script** for the presentation he/she will make at the awards ceremony and for the printed **Awards Bulletin**. The **Application Form** of the winner of each category will provide the biographical information needed for the script. A copy of the script will be sent to the Awards Selection Committee Chairperson.
- 4.13 The Awards Selection Chairperson will edit each of the scripts and prepare and print the **Awards Bulletin** to be disseminated to the convention participants at the completion of the awards ceremony.
- 4.14 The awards Selection Committee will make the presentations based on the category each member represents (awards received at the previous conference). Should a member of the committee be unable to attend the convention, the Awards Chairperson will present the award or assign another member of the committee to make the presentation for that category.
- 4.15 The Awards Selection Committee Chairperson will obtain a black and white photo of each winner and submit the pictures and the **Awards Bulletin** to the SCBEA Editor for publication in the appropriate professional journals.
- 4.16 The Awards Selection Committee Chairperson will complete all reports and submit them to the designated person(s) by the date specified in their requests.
- 4.17 The Awards Selection Committee Chairperson will provide the appropriate forms and ask the SCBEA winners to complete the **SBEA Nomination/Application Forms** for their respective award. The winner of each award will forward the completed **Nomination/Application Form** to the SBEA for competition in the SBEA Awards Program by the designated deadline.

- 4.18 The Awards Selection Committee Chairperson will update the list of previous SCBEA Awards Recipients and submit a copy to the incoming SCBEA President and Secretary.
- 4.19 The outgoing Awards Selection Committee Chairperson will turn over all **Operating Policies and Procedures**, records, forms, and criteria to the new Awards Selection Committee Chairperson at the end of the SCBEA Convention or at the last SCBEA Executive Board Meeting.

**Note: Should a person be nominated for both the Outstanding Leadership Award and one of the other awards, the Awards chairperson will notify the nominee of all nominations. The nominee will make the determination as to which award he/she will submit an Application Form. A candidate may submit an application for only one category (award) annually.**

# SOUTH CAROLINA BUSINESS EDUCATION ASSOCIATION

## Awards Program Criteria

### PURPOSE

The purposes of the SCBEA Awards Program are designed to:

- (1) inspire, promote, honor, and reward outstanding achievement in and contributions to the business profession;
- (2) encourage and reward outstanding contributions in the development and advancement of business education at the secondary, post-secondary, teacher education, and supervision levels; and
- (3) promote the advancement of business education through professional organizations.

### THE PRESENTATION OF THE AWARD

The recipient will receive the designed award at the SCBEA Awards Banquet or Luncheon at the South Carolina Business Education Association Convention. The Awardees will be selected and notified based on the **Operating Policies and Procedures** timelines.

### SELECTION CRITERIA

The recipient of each award must be a member of NBEA, SBEA, and SCBEA. The recipient of each award must be a person who, in the judgment of the SCBEA Awards Selection Committee, has made outstanding contributions to the development and advancement of business education as a whole and business education's related professional organizations.

### ELIGIBILITY

The recipient must be teaching and/or supervising business education programs and be an active member of NBEA, SBEA, and SCBEA to be considered for the following awards:

**MIDDLE SCHOOL/JUNIOR HIGH**      **CURRENTLY TEACHING AT THE MIDDLE SCHOOL/JUNIOR HIGH LEVEL**

**NEW TEACHER**  
**EDUCATION**

**FIRST YEAR TEACHER IN BUSINESS**

**Secondary**

currently teaching in secondary education

**Post-Secondary**

currently teaching at the post-secondary level other than a senior college teacher

**Teacher Educator**

currently teaching at a college/university level as a senior college teacher

**Supervision**

primarily engaged in administration and supervision of business education programs at the state and/or local level

**Outstanding Leadership** currently engaged in business education as a business educator (secondary, post-secondary, business teacher education, or administration/supervision).

#### **NATURE OF THE CONTRIBUTION**

**There is no prescription as to the exact nature of the contributions to be considered in selection of the recipients of each of the SCBEA Awards. As an indication of possible areas of contribution, the following criteria will be considered:** (Note: It is not necessary to meet all Criteria (2.1-2.8) to be considered a candidate for an award.)

2.1 The recipient must be primarily engaged in business education in one of the following categories:

#### **Middle School/ Junior High**

Teaching in business education at the middle school/junior high level. Include information about classroom teaching performance, years of experience, and subject areas taught, and give evidence of effectiveness (student, peer, and administrative evaluations). Supporting documentation from students, administrators, and/or professional colleagues is essential to this criterion. (The **Middle School/Junior High Award** applicant weight in this category is 50 points.)

#### **Secondary**

Teaching in business education at the **secondary level**. The recipient's contributions may have been made over an extended period of time; however, the major impact must have occurred within three years prior to the nomination. Include information about classroom teaching performance, years of experience, subject areas taught, and give evidence of teaching effectiveness. **Two** (2) supportive documents from students, administrators, and/or professional colleagues are essential to these criteria. (The **Secondary Award** applicant weight in this category is 60 points).

#### **Post-Secondary**

Teaching in business education at the **post-secondary level** (vocational technical school, business college, and/or community college). The recipient's contributions may have been made over an extended period of time; however, the major impact must have occurred within three years prior to the nomination. Include information about classroom teaching performance, years of experience, subject areas taught, and give evidence of teaching effectiveness. **Two** (2) supportive documents from students, administrators, and/or professional colleagues are essential to these criteria. (The **Post-Secondary Award** applicant weight in this category is 60 points).

#### **Teacher Educator**

Teaching in business education at the collegiate/university level (senior college teacher only). The recipient's contributions may have been made over an extended period of time; however, the major impact must have occurred within three years prior to the nomination. Include

information about classroom learning performance, years of experience, subject areas taught, and give evidence of effectiveness. **Two** (2) supportive documents from students, administrators, and/or professional colleagues are essential to these criteria. (The **Teacher Educator Award** applicant weight in this category is 60 points).

## **Supervision**

Working in the **supervision level** of business education at the state government, territory, region, district (county, city, and parish) level. The recipient's contributions may have been made over an extended period of time; however, the major impact must have occurred within three years prior to the nomination. Include information about performance, years of experience, administrative/ supervisory responsibilities, and give evidence of effectiveness. **Two** (2) supportive documents from administrators, superintendents, teachers and/or professional colleagues are essential to these criteria. (The Supervisory Award applicant weight in this category is 60 points).

- 2.2 Contributions made through local, state, regional, and national business education's related professional association, including committee memberships, committees chaired, offices held, and other activities resulting in the improvement of the profession. (This category has a total eight of **10** points for all awards other than the **SCBEA Outstanding Leadership Award, which** has a total weight of **60** points in this category.)
- 2.3 Contributions made to business education through the writing of major articles, publications, curriculum development, and research activities. Describe the significance of such activities on the profession. (List--but **do not** include copies of--articles, monographs, books, etc. published by the nominee.) (Weight: **10** points.)
- 2.4 Contributions made to **business education** through participation in civic, government, cultural, and private business organizations. (Weight: **10** points.)
- 2.5 Development and/or support of education programs that provide unusual opportunities for business students to benefit from interrelationships with the business community. Evidence of involvement in other programs that demonstrate unusual commitment to students and/or teachers through personal or staff contacts, activities, and ongoing support. (Weight: **20** points administration/supervision, **10** points for all other categories.)
- 2.6 Involvement in other activities such as administrative responsibilities and working with student organization. (Weight: **10** points.)
- 2.7 Contributions to business education through public persuasiveness and/or support of state or federal legislation designed to advance the purpose of business education. (Weight: **10** points.)

- 2.8 Demonstration of unusual efforts to inform citizens in a state of the achievement of the achievement of and a need for business education programs. (Weight: **10** points.)



### **BIOGRAPHICAL DATA OF THE NOMINEE**

To provide for more flexibility in format when listing your biographical data, please transfer items number 1.1 through 1.5 and corresponding statements in sequence to page 3.05F.

Complete **front** of page 3.05F **only**.

- 1.1 Names as you wish it to appear on the plaque
- 1.2 Degrees
- 1.3 Teaching and/or Administrative Experience
- 1.4 Professional Membership
- 1.5 Honors and Awards

### **DESCRIPTION OF CONTRIBUTIONS**

To provide for more flexibility in format when describing contributions, transfer items numbered 2.1 through 2.8 (number only) in sequence to page 3.05G and 3.05H, which correspond to statements shown under **NATURE OF THE CONTRIBUTION**. **No** additional evidence of your contribution will be accepted. You will be **disqualified** if additional pages expanding this form are submitted. Complete **front** pages 3.05G and 3.05H **only**.