PAFCS Teacher of the Year Award
Policies and Procedures

The Pennsylvania Association of Family and Consumer Sciences (PAFCS) Teacher of the Year (TOY) award identifies and recognizes outstanding educational program methods, techniques, and activities into curriculum that provide the stimulus for, and give visibility to, Family and Consumer Sciences elementary and secondary education.

Eligibility
To qualify for the PAFCS TOY, the candidate must be employed as a full-time, permanent Family and Consumer Science (FCS) teacher in grades K-12 at the time the nomination is submitted. They must also be a member of AAFCS at the time of submission and at the time of the conference plus three (3) consecutive years immediately prior to this submission.

Procedures for Submitting the Nomination
The TOY candidate should prepare the application form and present the completed nomination to a superior for a letter of recommendation. Applications should adhere to the following specific guidelines:
• 12 font size
• Uniform font style – Times New Roman
• Margins 1 inch
• Program narrative should be double spaced and no more than 5 pages in length

The completed interactive application should be sent by email to pafcs@gmail.com by January 10 of the award year. Scanned documents will be accepted when submitting online.
Word processed applications are also preferred by email to pafcs@gmail.com. Nominations must be received by January 10 of the award year.

Selection Process
The nominations will be evaluated by a blind review. The candidate’s name will be struck out throughout the application, except for the cover page, which will be removed prior to review by the selection committee. Decisions of the selection committee are final.

Award Winner Expectations
The PAFCS Teacher of Year Award winner will make a short acceptance speech at the PAFCS Annual Meeting immediately following the awards presentation.

The PAFCS Teacher of the Year Award winner is expected to apply the year following their award to the AAFCS Teacher of the Year.
**Evaluation Criteria – Teacher of the Year**

Nomination packages will be evaluated using the point system outlined below and can be awarded no more than 100 points.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tr>
<td>Specific goals and intended outcomes of this program are identified and address the needs of the nominee’s school or community.</td>
<td>10</td>
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<tr>
<td>Program has been successful for at least three years, is sustainable, and can be replicated.</td>
<td>10</td>
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<tr>
<td>Program exhibits creativity, innovation, and cutting-edge techniques.</td>
<td>15</td>
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<td>FCS is integrated throughout the program, as well as aligned with Core academics, educational standards, and other disciplines.</td>
<td>10</td>
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<td>The program has had a positive influence on students’ lives during and beyond the program.</td>
<td>10</td>
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<td>This program has had a relevant and timely impact on the students, school, and/or community.</td>
<td>10</td>
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<td>The program increases the visibility, recognition, appreciation, and support of the profession within the community.</td>
<td>10</td>
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<td>Nominee displays an exemplary level of professional commitment to FCS.</td>
<td>8</td>
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<tr>
<td>As of due date of nomination form, nominee holds PAFCS/AAFCS Membership and is certified in Family and Consumer Sciences.</td>
<td>6*</td>
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<tr>
<td>Nominee is current FCCLA Advisor and/or sponsor of FCS Extracurricular activities.</td>
<td>6*</td>
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**Total Possible**

100

*Partial points are not awarded for credentials, FCCLA advising, and sponsorship of FCS extracurricular activities.*
Pennsylvania Association of Family and Consumer Sciences
Teacher of the Year Award Nomination Form

**Purpose of the Award:** To identify and recognize outstanding educational programs, methods, techniques and activities integrated into the curriculum that provide the stimulus for, and give visibility to, Family and Consumer Sciences education.

**Eligibility:** To qualify for the PAFCS Teacher of the Year, the candidate must be employed as a full-time permanent Family and Consumer Sciences teacher in grades K-12 at the time the nomination is submitted. A minimum of three year’s membership in AAFCS/PAFCS is required.

**Program Focus**
The objective of the Teacher of the Year Award Program is to stimulate the development of state of the art programs that are both timely and newsworthy and serve the needs of the students, the school and the community. Each nominated program should be focused on one of the five following program areas as identified by AAFCS guidelines:

- Career Awareness/Job Skill Training
- Consumer Education/Family Finance
- Creative Dimensions/Alternative Program Designs
- Family Life/Personal and Social Development
- Nutrition Education/Diet and Health

Within these broad categories, there can be many possibilities. You may contact the Teacher of the Year Chair if you have any questions at paaafcs@gmail.com

A nomination may be submitted for a teaching unit, a semester program, or a new program suitable for integration into an existing course.

**Instructions for Making a Nomination:**
1. Candidates may self-nominate or be nominated by a colleague or administrator.
2. Complete all required information on the following pages.
3. Attach copies of the program narrative, the letters of recommendation and any other supportive materials.
4. If you have additional questions, contact the TOY Chair at paaafcs@gmail.com

I. Nominee
A. Name____________________________________________________________
   Title_____________________________________________________________
   Home Address_____________________________________________________
   Phone Number __________________ Email _____________________
B. School __________________________________________________________
   Address__________________________________________________________
   School Phone___________________ School Fax________________
   School Email_______________________________________
C. Number of years in AAFCS/AHEA___________PAFCS/PHEA___________
   Other state(s)________________________________________________
   AAFCS Membership number_______________________________________
D. CFCS? YES_______ NO________ CFCS Number________________________
E. Number of Years as FCCLA Advisor________________________________
F. Signature of Nominee _____________________________________________
II. Program Narrative

In not more than five typed pages using Times New Roman 12, describe the nominated program. This may be completed by the nominator OR the candidate. Information should include, but is not limited to, the following:

A. Title of program and the focus area to which it relates (see above)

B. PA FCS Standards addressed

C. Student population served (grade level, number of students, etc.)

D. Goals of the program

E. Description of how the program operates (student activities, projects, accomplishments, etc.)

F. Impact on the students, school and community

You may attach copies of any publicity that the program has garnered.

III. Endorsements/Recommendations

Two letters of recommendation must be sent. One should be from a principal and/or district administrator. The other may be from a colleague or department supervisor and/or the Nominator (other than self-nominator). Each letter should be no more than one page in length and should validate and support the nominated program and its impact and importance to the students and school/community. It should also offer support for WHY the candidate should be recognized and how she/he has made effective contributions in other aspects of FCS education and the profession. Please submit letters on school district or other official stationary.

A. Endorsement #1 (Must be principal and/or district administrator)
   Name ____________________________________________________________
   Title ____________________________________________________________
   School Address ___________________________________________________

   Phone number ____________________ Email __________________________

B. Endorsement #2 (Colleague, supervisor, nominator)
   Name ____________________________________________________________
   Title ____________________________________________________________
   Home Address ___________________________________________________
   Phone number ____________________ Email __________________________

IV. Educational Background of Nominee

<table>
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<tr>
<th>Institution</th>
<th>Major</th>
<th>Degree</th>
<th>Date of Completion</th>
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V. Resume of Nominee
A. Employment History
Using a resume format, list dates of employment, employers, positions, and a brief description of duties.

B. National and State Association Positions
1. List any offices held with dates of service.
2. List any committee membership and/or chairmanship with dates.
3. Briefly describe any involvement in projects or special services.
4. List any representation of the Association to other organizations, agencies, and/or institutions.

C. Other Professional/Service Organizations

D. Honors and Recognition
List any honors, awards, programs developed, etc. received. (Family and Consumer Science related honors will be weighted somewhat more heavily than Non-Family and Consumer Science related ones.)

NOTE:
• All information submitted will be kept confidential.
• Incomplete nominations will be disqualified.
• Final determination of the award will be made by the PAFCS ‘Teacher of the Year’ Award Committee and will be announced at the PAFCS Annual Conference.
• Nomination materials will not be returned.
• Evaluation Criteria will be posted on the PAFCS Website.
• Additional information will be required from the PAFCS Teacher of Year winner when the AAFCS Teacher of Year Application is submitted.

Completed nomination form packets must be received/postmarked no later than January 10 of the award year to:
paaafcs@gmail.com

PLEASE COMPLETE THE REQUEST FOR CONTACT INFORMATION BELOW

We will design publicity for the conference and local newspapers for all award recipients. Provide names and contact information below for your local newspaper(s) so publicity can be quickly facilitated.

Newspaper(s) Name
Address
Email contact
Contact name (if available)
If you are an award recipient, we will contact you at that time to request an electronic picture to use in that publicity.
List the name(s) and contact information for any supervisors, directors or superintendents/principals to whom announcement letters could be sent if you become an award recipient.

Name:  
Title:  
Address:  

Phone number:  
Email:  

Name:  
Title:  
Address:  

Phone number:  
Email:  

Name:  
Title:  
Address:  

Phone number:  
Email:  