

**American Association of Family and Consumer Sciences**  
**National Teacher of the Year Award**

**Guidelines and Nomination Form**

Due January 18, 2021

**Governing Statements for All Categories of Awards**

- *All policies, procedures, and guidelines must be followed for the nomination to be considered for juried review for the award.*
- **Applicants may submit to only one award, grant, fellowship, or scholarship per year review cycle.**
- *The Awards and Recognition Committee reserves the right not to choose a recipient for an award, grant, fellowship, or scholarship if jurors do not find a worthy applicant.*
- *Members of the AAFCS Board of Directors and Awards and Recognition Committee are not eligible to apply during their terms of office; AAFCS staff members are not eligible to apply during their periods of employment with the Association.*

**Overview:**

The AAFCS National Teacher of the Year award was established in 1974 to recognize exemplary teachers who utilize cutting-edge methods, techniques and activities to provide stimulus and visibility to family and consumer sciences in elementary and secondary education. Through the years, this award has been sponsored by prestigious sponsors beginning with *Family Circle* magazine followed by Chesborough Ponds, and Glencoe/Mc-Graw Hill. Goodheart-Willcox is the current sponsor.

One AAFCS National Teacher of the Year and up to two merit finalists will be selected. To receive the AAFCS National Teacher of the Year Award, the awardee must attend the AAFCS Annual Conference & Expo to be recognized and presented with a commemorative plaque and \$2,500. The awardee will also receive up to \$1,000 of support to be used for one year of AAFCS membership and participation in the AAFCS Annual Conference & Exposition. Merit and Affiliate awardees will also be recognized.

The AAFCS National Teacher of the Year must present his/her program at the AAFCS ESAE Showcase during the AAFCS Annual Meeting and display his/her Teacher of the Year nomination package (steps 2 through 5) in a notebook binder (pages displayed in sheet protectors). The awardee shall also participate in any programs as requested by AAFCS. In addition to the awardee's responsibilities at the conference, he/she may also be asked (a) to serve as a designated spokesperson for family and consumer sciences secondary education and AAFCS throughout his/her year as the National Teacher of the Year and (b) to be available for interviews with the media. (Media relations training will be provided by AAFCS headquarters staff as applicable.)

Merit finalists and Affiliate awardees (including those not attending) are expected to display his/her Teacher of the Year Nomination Package (steps 1 through 5) in a notebook binder (pages displayed in sheet protectors) during Annual Conference at the ESAE Curriculum Showcase. Awardees, if not attending, are responsible for getting their materials to and from the conference.

## Eligibility:

An Affiliate Teacher of the Year who:

- Is a member of AAFCS at the time of submission and at the time of the conference plus the three (3) consecutive years immediately prior to this submission.
- **Has taught the submitted program a minimum of two previous years and the current year.**
- Is employed as a full time, permanent family and consumer sciences teacher in grades kindergarten through 12 (K-12), or full time permanent FCS Teacher who has retired within twelve months of the AAFCS National Nomination deadline.
- Is a full time teacher employed in grades kindergarten through 12 (K-12) with a minimum of one-half day as a Family and Consumer Sciences teacher.

Recipients are eligible to receive the National Teacher of the Year Award or be recognized as a merit finalist or be affirmed as an Affiliate Teacher of the Year more than once if the outstanding program for which the teacher is currently nominated differs from the one for which the same teacher was formerly recognized.

AAFCS members can be the National Teacher of the Year only once with the current nominated program. Merit finalists and affiliate winners may submit an application, for the second time, with the current nominated program if approved by his/her-affiliate.

## Nomination Form

Save this form to your computer's hard drive before you begin to work on it.

Nomination Process:

- Nomination is made by the affiliate president or awards committee chair.
- One Teacher of the Year nomination per affiliate.
- Nomination materials are prepared by the nominee with the exception of support materials or media examples.

## SIX STEPS:

1. **National Teacher of the Year Award Nomination Form** – The online data form questions will be answered via a link posted at [www.aafcs.org](http://www.aafcs.org). The questions are listed on page four-five of this document to allow you to prepare the answers in advance of accessing the link. We encourage you to save the form in your computer's hard drive, complete the answers, and then access the online data form.
2. **Nominee's Current Curriculum Vita or Resume'**: *Three-page maximum, single-spaced, may use bullet form, with one-inch margins and 12-point font and in PDF format.* Include education, professional experience, professional organizations/roles, teacher-related awards, and relevant community activities pertaining to the nominated FCS Curriculum Focus.
3. **FCS Curriculum Focus**: *8-page maximum, double-spaced, with one-inch margins and 12-point font, in PDF format:* Curriculum focus includes an original, expanded, or substantially modified traditional FCS content area, OR, a teaching emphasis consistently embedded in the nominee's curriculum, i.e. service learning, project-based learning, STEM, and communications. Use the following headings to describe the integration of FCS curriculum focus, using the terms below as subheadings to inform or give evidence. Incorporate supporting items in readable scale such as photographs/drawings, figures/tables, and media clippings et al., which illustrate and further explain the curriculum focus. **Please note that while external links to websites may be listed, the content in those links will not be reviewed. All supportive items must be included in the eight pages.**
  - A. Description: Describe how your FCS Curriculum Focus exhibits creativity, innovation, and cutting-edge techniques and alignment with State or FCS National Standards.

- B. School/Community Setting: Briefly describe school/community and FCS Department. Include school and total FCS enrollment and the enrollment in the nominated curriculum focus for at least the past three years.
- C. Goals and Outcomes: Describe goals, outcomes and sustainability in narrative, list and/or graphic form.
- D. Impact Statements:
  - 1. Student Impact: Provide evidence that the curriculum focus has had a positive influence on students' lives during and beyond the duration of the curriculum focus.
  - 2. FCS Impact: Describe how the curriculum focus increases the visibility, growth, recognition, appreciation of, and support for FCS in the school and community.
  - 3. School/Community Impact: Describe how this curriculum focus has had a relevant and timely impact on the school and/or community needs.
- E. Funding and Challenges: Describe how nominee used ingenuity and perseverance to obtain, maximize, and sustain funding and/or overcome obstacles or challenges.

**4. Letters of Support (maximum of 4, including one from Affiliate president or awards chair):**

- The nominator's (Affiliate president or awards chair) letter should describe what makes the candidate eligible for the award in PDF format.
- Up to three letters of support should come from persons in a position such as supervisor, colleague, parent, student, educational partner or community leader who give evidence of the impact and importance of the nominee's contributions to students, families, and the community in PDF format.

**5. Photo of candidate: (to be submitted as a JPG)** A photograph of the candidate is requested and submission of a photograph provides AAFCS with permission to use the photograph for publicity purposes. It will also be helpful to candidates for local press coverage at the Affiliate level and beyond.

**6. Include the Teacher of the Year Application Checklist.**

**Format requirements:** Candidate will be ruled ineligible for the top awards (Teacher of the Year, Merit Finalist) if any one of these requirements is not met.

- Maximum 75-word abstract to be entered in online data form.
- Resume or Vita – Three-page maximum, single-spaced, may use bullet form with 1" margins, and 12-point font size.
- FCS Curriculum Focus: 8-page maximum, double-spaced, 1" margins, and 12-point font size.
- Maximum four letters of support, which includes one from Affiliate president or awards chair and up to three from other sources.
- Photo attached in JPG file (for publicity purposes only if nominee is selected).
- Materials must be in PDF format or JPG for pictures
- Materials are written and submitted in English.
- Application Checklist has been included.

Once you have completed the online data form and prepared the documents listed in Steps 2-6 above, send them via email to [awards@aafcs.org](mailto:awards@aafcs.org). If you have any questions, please call 703-706-4600.

**Please keep a copy of all materials submitted to AAFCS; materials will not be returned to nominees.**

**\*Note: All materials submitted must be in English.**

## AAFCS National Teacher of the Year Award Nomination Form

The information below is included for preparation purposes. You will be asked to submit answers to these questions via an online **data form** which is posted at [www.aafcs.org/resources/recognition/awards](http://www.aafcs.org/resources/recognition/awards). Please save this document to your hard drive, review and answer the questions thoughtfully and have the answers ready for the completion of the online form.

I. By entering my full name in the text box below, I acknowledge I meet the eligibility requirements, and understand that if chosen to receive the AAFCS National Teacher of the Year Award, I must register for and participate in the AAFCS Annual Conference & Expo in the year that the award is made. If I am unable to attend, I understand that the award will be presented to another worthy candidate.

### II. Nominee contact information

*Note: **The National Teacher of the Year winner will be recognized in AAFCS conference materials, online and in various AAFCS communications.** AAFCS credentials will be included with the nominee's name, but due to space limitations other certifications or degrees will not be included*

Name:

Professional title/position:

Name of school:

Name of principal:

School mailing address:

City, State and Zip:

School telephone:

Home mailing address:

City, State and Zip:

Home telephone:

Preferred Email address:

### III. Nominee's AAFCS membership and credential information

AAFCS member number:

Years of AAFCS membership:

Which AAFCS credential(s), if any, does the nominee hold as of the due date of the nomination?

CFCS  CFCS-HDFS  CFCS-HNFS  CPFPE  CFCS-Retired  CPFPE  CNWE

### IV. Program Information

**-Title of Program**

**-Using a maximum of 75 words, state the primary focus of the program and identify the issues/areas it was designed to address. (If abstract exceeds 75 words, you will not be considered for the top national awards.) Highlight ways in which the goals and intended outcomes have been and are being accomplished. (Note: AAFCS reserves the right to edit the abstract for consistency, length, and style if published.)**

**-Curriculum Focus**

How long has the curriculum focus been implemented by the nominee? \_\_\_\_\_

Did the nominee create this curriculum?  Yes  No

Did the nominee adapt an existing program?  Yes  No

Grade(s) Taught: \_\_\_\_\_

## Advisor/Sponsor of FCS-Related Student Organizations/Clubs

Yes  No Family, Career and Community Leaders of America  
 Yes  No Other FCS-related student club. Specify \_\_\_\_\_.

### V. Nominator Contact Info

Name of affiliate:

Name:

Daytime telephone:

Preferred email address:

**Review Process:** Jurors selected by the AAFCS Awards and Recognition Committee review the nominations online and assign points using the Evaluation Criteria below. Nominees and those who nominate or write a letter of recommendation for a current nominee cannot serve as jurors for this award. Additionally, jurors cannot judge nominations from family members, their current students, students at their own institution, nominees who have the same employer, or any nominee for whom there may be a potential conflict of interest. An individual who has been nominated and/or applied for an award, grant, fellowship, or scholarship shall not serve as a juror for any award, grant, fellowship, or scholarship during the period in which his or her own nomination or application is being judged.

Award recipients will be announced in the spring of the year awarded.

**Evaluation Criteria:** Nominations will be evaluated using the point system outlined below and can be awarded no more than 100 points. Guidelines as to what jurors may consider for each criterion are listed for clarity in preparing the nomination and consistency in judging nominations.

**Format requirements:** Candidate will be ruled ineligible for the top awards (Teacher of the Year, Merit Finalist) if any one of these requirements is not met.

- Maximum 75-word abstract must be entered in online data form.
- Resume or Vita – Three-page maximum, single-spaced, may use bullet form with 1" margins, and 12-point font size.
- FCS Curriculum Focus: 8-page maximum, double-spaced, 1" margins, and 12-point font size.
- Maximum four letters of support, which includes one from Affiliate president or awards chair and up to three from other sources.
- Photo attached in JPG file (for publicity purposes only if nominee is selected).
- Materials must be in PDF format or JPG for pictures
- Materials are written and submitted in English.
- Application Checklist has been included.

## American Association of Family and Consumer Sciences National Teacher of the Year Award Evaluation Criteria

The following criteria correspond with the National Teacher of the Year guidelines. They provide clarification, ease in preparing the nomination materials, and consistency in judging.

Evaluation Criteria	Points Possible
<b>Checklist was followed.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Nominee shows an exemplary level of professional commitment to FCS:</b> <ul style="list-style-type: none"> <li>• Current member of AAFCS the year of nomination plus a required three consecutive years immediately prior to that year.</li> <li>• Nominee has made a contribution to AAFCS at the district, state (affiliate) or national level.</li> <li>• Resume' shows evidence of being active in other professional organizations.</li> <li>• Resume' shows teacher has other professional responsibilities.</li> <li>• Nominee is a current advisor of FCCLA.</li> <li>• Advisor/Sponsor of other FCS-related student club.</li> </ul>	15
<b>Curriculum Focus Description:</b> Examples of curriculum focus are an original or expanded traditional FCS content area OR a teaching emphasis consistently embedded throughout the curriculum i.e. service learning, technology, project-based learning, STEM, communications, etc. <ul style="list-style-type: none"> <li>• Curriculum Focus was created or expanded by the nominee.</li> <li>• Curriculum Focus exhibits innovation, creativity and cutting-edge techniques.</li> <li>• Family and consumer sciences principles are clearly interwoven throughout the focus.</li> <li>• Curriculum focus is in alignment with State or FCS National Standards.</li> <li>• Information is well documented with photos/drawings, graphs/tables and/or media clippings.</li> <li>• The 75-word abstract clearly represents the curriculum focus.</li> <li>• The curriculum focus is clearly and concisely written and free of errors.</li> </ul>	20
<b>School/Community Setting:</b> Describe school/community and FCS Department. Include school and FCS enrollment. Also include curriculum focus enrollment for the past three years. <ul style="list-style-type: none"> <li>• Description of the school/community and FCS Department is clearly stated.</li> <li>• School enrollment, where you are currently employed, is included.</li> <li>• Total FCS student enrollment and number of teachers is included.</li> <li>• Curriculum focus enrollment for the past three years is included.</li> </ul>	5
<b>Goals and Outcomes:</b> Specific goals, outcomes and sustainability that address the needs of the school or community. Show that the focus can be replicated. <ul style="list-style-type: none"> <li>• The goals show evidence of meeting specific needs of the school/community.</li> <li>• The goals are specific, measureable and action oriented.</li> <li>• The documentation shows attainment of goals.</li> <li>• The documentation shows the number of years the curriculum focus has been implemented.</li> <li>• The evidence shows how enrollment has been impacted.</li> <li>• The curriculum can easily be modified and replicated for other family and consumer sciences teachers.</li> </ul>	15
<b>Student, FCS, and School and Community Impact Statements:</b> Describe evidence of the impact of your curriculum focus in these areas: <ol style="list-style-type: none"> <li>1) <b>Student Impact:</b> Provide evidence that the curriculum focus/project has had a positive influence on students' lives during and beyond the duration of the curriculum focus.</li> <li>2) <b>FCS Impact:</b> Describe how the curriculum focus increases the visibility, growth, recognition, appreciation of, and support of FCS in the school and community.</li> <li>3) <b>School/Community Impact:</b> Describe how this curriculum focus has had a relevant and timely impact on the school and/or community needs.</li> </ol>	25

<p><b>Funding and Challenges:</b> Describe how nominee uses ingenuity and perseverance to obtain, maximize, and sustain funding and/or overcome obstacles of challenges.</p> <ul style="list-style-type: none"> <li>• Identifies monetary constraints that the teacher creatively overcame in order to implement this curriculum focus.</li> <li>• Identifies how the nominee has funded the curriculum, i.e. grants, donations, fees.</li> <li>• Identifies how the nominee found unique ways to overcome other obstacles or challenges.</li> </ul>	10
<p><b>Presentation of all Nomination Materials:</b></p> <ul style="list-style-type: none"> <li>• Clearly stated, complete, organized, and concise with correct spelling, grammar, etc.</li> </ul>	5
<p><b>Certification:</b> As of the due date of the nomination form, nominee holds <u>one or more</u> AAFCS credential(s).</p> <ul style="list-style-type: none"> <li>• Family and Consumer Sciences (CFCS)</li> <li>• Human Development and Family Studies (CFCS-HDFS)</li> <li>• Hospitality, Nutrition and Food Science (CFCS-HNFS)</li> <li>• Family and Consumer Sciences, Retired (CFCS, Retired)</li> <li>• Personal and Family Finance Educator (CPFFE)</li> <li>• Certified Nutrition Wellness Educator (CNWE)</li> </ul>	5
<p><b>Total</b></p>	<b>100</b>