

## Teacher of the Year (TOY) Application Checklist.

Please include this checklist with your application.

As you prepare your Teacher of the Year candidate materials, check off each step to signify that you have met the requirements and completed the step. Place your signature in the space provided at the end of this checklist.

- I have read the TOY Guidelines, including evaluation criteria, in their entirety.
- I have accessed the online data form and completed the required information.
- I have prepared a three-page maximum, single-spaced Vita or Resumé with one-inch margins and 12-point font.
- I have prepared an **eight-page maximum**, double-spaced, FCS Curriculum Focus with one-inch margins and 12-point font.
- I have placed supporting graphs, photos, newspaper clippings in the body of the FCS Curriculum Focus.
- I have used spell-check, had others proofread my materials and reread their proofed copies for changes needed in the final document.
- I have included **one** letter of support from my Affiliate President or affiliate awards chair and a maximum of **three** additional letters of support for a maximum of four letters.
- I have included a photo of myself as a JPG attachment to be used for publicity purposes.
- I am submitting everything in the preferred format of Adobe Acrobat documents (pdf) and JPG image. **Note: If you have questions about the recommended format, please email [awards@aafcs.org](mailto:awards@aafcs.org).**
- I have written the materials in English.
- I have submitted the materials to [awards@aafcs.org](mailto:awards@aafcs.org) by the deadline posted at <https://www.aafcs.org/resources/recognition/awards> and kept an electronic copy for myself.

Note: No extra pages or links to additional materials will be acceptable. Failure to comply with the guidelines will result in the candidate not being eligible for the AAFCS TOY or Merit awards.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_