Teacher of the Year Award Guidelines

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.

Applying for the Teacher of the Year Award

- The Applicant must be a professional member of AAFCS (a) at the time of submission; (b) at the time of the annual conference; with at least (c) three (3) consecutive years immediately prior to this submission.
- The Applicant has taught the submitted program a minimum of two previous years and the current year.
- The Applicant is employed as a full-time, permanent Family and Consumer Sciences (FCS) teacher in grades kindergarten through 12 (K-12) or a full-time permanent FCS teacher who has retired within twelve months of the AAFCS National Nomination deadline.
- The nomination is made by the affiliate president or awards committee chair. Each affiliate may nominate one teacher for the award.
- Nomination materials are prepared by the applicant.
- Applicants can submit to only one AAFCS award per annual review cycle.
- Members of the AAFCS Board of Directors and Awards Committee are not eligible to apply during their terms of office. AAFCS staff are not eligible to apply during their periods of employment with the Association.
- All award materials must be submitted in English.
- Upon submitting an award application, your name and contact information will be shared with the Community of ESAE officers and committee chairs for communication purposes.
- All policies, procedures, and guidelines must be followed for the award nomination to be considered for juried review.

Submitting the Application

The application must be submitted using the official application form and, in the order, below as one PDF document. Please be aware of the page requirements for each section. Please include page numbers and headings for each section. The online application will require submission of a color headshot photo in PNG or JPEG format of the applicant that will be used in marketing and promotional materials. Please keep a copy of all materials submitted to AAFCS. Questions should be forwarded to awards@aafcs.org.

Section 1: General Information

Applicant Information

- ☐ First and Last Name (include AAFCS Credentials, if applicable)
- ☐ Phonetic Pronunciation of Name
- ☐ Current Title/Position
- ☐ AAFCS Member Number
- ☐ Number of Years of AAFCS Membership
- ☐ Contact Information (Email, Phone Number, Mailing Address)
- ☐ 150 Word Biography in 3rd Person

Nominator Information

- Name(s), Affiliate Leadership Role
- State Affiliate
- Contact Information (Email, Phone Number)

Section 2: School/Program Information

School Information

- School Name and Address
- Principal Name and Contact Information (Email and Phone Number)

Program Information

- Program Title
- Program Abstract (Maximum of 75 words): State the primary focus of the program and identify the issues/areas it was designed to address. 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. If the abstract exceeds 75 words, you will not be considered for the top national awards.)

Section 3: Applicant's Current Curriculum Vita or Resumé (Maximum of three pages)

Section 4: FCS Curriculum Focus (Maximum of 8 pages in 12-point font)

The curriculum focus includes an original, expanded, or substantially modified traditional FCS content area, or, a teaching emphasis consistently embedded in the applicant's curriculum. **Please note** that while external links to websites may be listed, the content in those links will not be reviewed. All supporting documents 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 the school/community and the FCS Department. The description should include the school enrollment, total FCS enrollment, and the enrollment for at least the past three years within the nominated curriculum focus area.
C. **Goals and Outcomes**: Describe goals, outcomes, and program sustainability in narrative, list, and/or graphic form.
D. **Impact Statements**:
    a. 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.
    b. FCS Impact: Describe how the curriculum focus increases visibility, growth, recognition, appreciation of, and support for FCS in the school and community.
    c. 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 the applicant used ingenuity and perseverance to obtain, maximize, and sustain funding and/or overcome obstacles or challenges.
F. **Supporting Documents**: Incorporate supporting items in a readable scale, such as photographs/drawings, figures/tables, and media clippings, etc., which illustrate and further explain the curriculum focus.

Section 5: Letters of Support (Each Letter Limited to a Maximum of One Page)

- Two Letters of Support from persons such as a supervisor, colleague, parent, student, educational partner, or community leader that give evidence of the impact and importance of the applicant's contributions to students, families, and the community.

Evaluating the Teacher of the Year Application

- Individuals who apply for an Award and those who nominate or write a letter of recommendation for a current applicant cannot serve as jurors for this award.
- Jurors cannot review applications from family members, their current students, students at their own institution, or applicants who share the same employer. Jurors are responsible for identifying any applicants who include a potential conflict of interest and recusing themselves from the review process.
- 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 application is being reviewed.
- Jurors selected by the AAFCS Awards Committee review the application and assign points using the Evaluation Criteria.

Awarding the Teacher of the Year Award

- One AAFCS National Teacher of the Year and up to two merit finalists will be selected.
- The recipient(s) will be notified in the spring and will be honored during the AAFCS Annual Conference.
- The Awards Committee reserves the right not to choose a recipient for an award, fellowship, or scholarship if jurors do not find a worthy applicant.
- AAFCS members can be the National Teacher of the Year only once with the current nominated program.
- Merit finalists and affiliate nominees may apply, for a second time, with the current nominated program if nominated again by their affiliate.
- Recipients are eligible to receive the National Teacher of the Year Award or be recognized as a merit finalist or 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.

Recognizing the National Teacher of the Year and Merit Finalists

- The National Teacher of the Year recipient must attend the AAFCS Annual Conference to be recognized and to receive the $2,500 monetary award. The National Teacher of the Year recipient will also be reimbursed up to $1,000 to support one year of AAFCS membership and participation in the AAFCS Annual Conference.
- The AAFCS National Teacher of the Year is expected to present their program at the Community of Elementary, Secondary, and Adult Education (ESAE) Curriculum Showcase during the AAFCS Annual Conference. The awardee may be asked to participate in other FCS events.
- In addition to the awardee's responsibilities at the conference, the awardee may be asked to serve as a representative for Family and Consumer Sciences Education and AAFCS throughout the year as the National Teacher of the Year.
- Merit finalists and Affiliate nominees will be recognized at the AAFCS Annual Conference. Attendance is not mandatory but strongly encouraged. Reimbursement is not provided to attend the conference. ESAE provides $125 for Merit finalists and $100 for Affiliate winners who participate in the Curriculum Showcase at conference.
- Merit finalists and Affiliate winners are invited to present their Teacher of the Year programs during the Community of ESAE Curriculum Showcase.

Failure to follow the guidelines will result in ineligibility of the nominee for the award.

Evaluation Criteria

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

Criteria	Points Possible
Applicant shows an exemplary level of professional commitment to FCS through • Current membership in AAFCS the year of nomination, plus a required three consecutive years immediately prior to that year • Contributions to AAFCS at the district, state (affiliate) or national level • Evidence of being active in other professional organizations, having professional responsibilities and/or advising an FCCLA chapter or other student organizations	15
Description: The abstract clearly represents the curriculum focus and the description • Was created or expanded by the applicant • Exhibits innovation, creativity, and cutting-edge techniques • Aligns with State or FCS National Standards • Provides supporting documents • Is clearly and concisely written and free of errors • Clearly has Family and Consumer Sciences principles interwoven throughout	20
School/Community Setting • Description of the school/community and FCS Department is clearly stated • School enrollment, where the candidate is currently employed, is included • Total FCS student enrollment and number of teachers is included • Curriculum focus enrollment for the past three years is included	5
Goals and Outcomes • Goals are specific, measurable, action-oriented, and show evidence of meeting the needs of the school/community • Documentation shows attainment of goals and shows the number of years the curriculum focus has been implemented. • Evidence shows how enrollment has been impacted. • The curriculum can easily be modified and replicated for other Family and Consumer Sciences teachers	15
Student, FCS, and School and Community Impact Statements: Describe evidence of the impact of the curriculum focus in the following areas: 1) Students; 2) FCS Program and 3) School/Community	25
Funding and Challenges: Describe how applicants use • Ingenuity and perseverance to obtain, maximize, and sustain funding and/or overcome obstacles of challenges and identify • Monetary constraints that the teacher creatively overcame to implement this curriculum focus • How the applicant has funded the curriculum, i.e., grants, donations, fees • How the applicant found unique ways to overcome other obstacles or challenges	10
Presentation of all Nomination Materials: Materials are clearly stated, complete, organized, and concise with correct spelling, grammar, etc.	5
Certification: As of the due date of the nomination form, applicant holds <u>one or more</u> AAFCS credential(s).	5
Total	**100**