



Memorandum

To: SkillsUSA Advisors
From: Tony Criswell, SkillsUSA Georgia Postsecondary Planning Committee Member
Date: January 16, 2017
Subject: SkillsUSA Georgia Postsecondary Advisor of the Year

It is that time again that we nominate an advisor from your school to be SkillsUSA Georgia Postsecondary Advisor of the Year. Attached you will find the forms to nominate this person. Please send all forms to me by email at tcriswell@southeasterntech.edu or mail them to:

Tony Criswell
Southeastern Technical College
346 Kite Road
Swainsboro, GA 30401

The deadline to send in nomination forms is February 10, 2017. Nomination forms received after this time will not be reviewed.

If you have any questions please contact me direct at the above email or 478-289-2235



Nominator's Instructions

Nominator should submit:

- Nomination form
- One page narrative-style biography of the nominee (one page, single spaced).
- One page accomplishments or resume
- Three letters of support or recommendation

Note: Information provided in letters of support weighs heavily in evaluation.

- A *digital* color portrait, if possible, (head and shoulders shot in SkillsUSA attire) of the nominee.

Portrait maybe submitted in digital format.

- Send application and letters of recommendation to Tony Criswell, SkillsUSA State Planning Committee member to tcriswell@southeasterntech.edu or the following address:

Tony Criswell
Southeastern Technical College
346 Kite Road
Swainsboro, GA 30401

Special Note: The procedure for the final selection of the SkillsUSA Georgia Postsecondary Advisor of the Year is as follows:

1. After all nominations are received the applicants will be reviewed using the attached rating form.
2. The winner will be announced at the Georgia SkillsUSA Postsecondary State conference at the closing ceremony on Saturday March 25.
3. If you have nominated someone make sure they will be able to come to the closing ceremony.

Eligibility

Eligible individuals are individuals, who are currently employed by the college and are SkillsUSA Professional members



Nomination Form
SkillsUSA Georgia Postsecondary Advisor of the Year

Name of Nominee _____

Home Address _____

City _____ State _____ Zip _____

Current job title: _____ CTE subject area: _____

Current paid member of SkillsUSA: (Please Check) Yes No

School Name _____

School Address _____

City _____ State _____ Zip _____

School Telephone _____ School E-mail Address _____

School Administrator Signature (recommendation letter will suffice for signature) _____

Number of Years as a SkillsUSA Advisor: _____

Nominator's Name _____

Nominator's Title _____

Nominator's Address _____

City _____ State _____ Zip _____

Home Telephone _____ Office Telephone _____

E-mail Address _____



Outstanding SkillsUSA Contributions and Achievements at the Chapter Level

Describe in the space provided the contributions and achievements of the nominee that have advanced SkillsUSA in the nominee's Chapter Level. You may also describe how the nominee has advanced career and technical education in his/her occupational area. Please use this sheet. Answers may be supplemented on a single-spaced, 8 ½" x 11" page. Please use the Times font – 12 point type. Use front of page only.



Contributions at the Regional, State, or National levels



Accomplishments or Resume of Nominee

Please use this sheet or answers may be supplemented on a single-spaced, 8 ½" x 11" page.
Please use the Times font – 12 point type. Use front of page only

Significant positions held: (in education or SkillsUSA)

Honors and/or recognitions:

Professional Memberships: (include offices held, leadership roles)

Civic, Fraternal Activities, etc.:

Other specialized SkillsUSA activities, such as community service, safety projects or any other activity above and beyond the call of duty:



Rating Form SkillsUSA Advisor of the Year

Nominee evaluated: _____

Criteria	Possible Points	Points Scored
Outstanding SkillsUSA contributions and Accomplishments at the chapter level	25	
Contributions at the regional, state or national levels	25	
Significant positions held	10	
Honors and/or recognitions	10	
Professional memberships (office held, leadership roles)	10	
Civic, fraternal activities, etc.	10	
Letter of Recommendation (Three letters)	10	
Total points possible	100	



Outstanding SkillsUSA contributions and accomplishments at the chapter level				
5	10	15	20	25
Basic related, minimal	Wide range and ongoing involvement		Active leadership roles, involvement beyond local level, etc.	
Outstanding contributions at the regional state, or national levels				
5	10	15	20	25
Basic related, minimal	Wide range and ongoing involvement		Active leadership roles, involvement beyond local level, etc.	
Significant positions held (in educations or SkillsUSA)				
2	4	6	8	10
Basic related, minimal	Wide range and ongoing involvement		Active leadership roles, involvement beyond local level, etc.	
Honors and/or Recognition				
2	4	6	8	10
Number of awards	Range of awards community recognition		Many stand-out awards highest honors	
Professional Memberships (offices held, leadership roles)				
2	4	6	8	10
Basic related, minimal	Wide range of activities, ongoing involvement		Active leadership roles, involvement beyond local level, etc.	
Civic, fraternal activities, etc.				
2	4	6	8	10
1 or 2 activities involving limited time/effort	Expanded range of involvement valuable learning experiences		History of service; long-term personal career goals	
Letters of Recommendation – Maximum of 3				
2	4	6	8	10
Letters indicate basic support, minimal	Letters indicate expanded range of involvement		Letters indicate wide range of support with ongoing involvement	