



## Memorandum

**To:** SkillsUSA Advisors  
**From:** Tony Criswell, SkillsUSA Georgia Postsecondary Planning Committee Member  
**Date:** November 10, 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](mailto: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 16, 2018. 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](mailto: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 24.
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: \_\_\_\_\_

<b>Criteria</b>	<b>Possible Points</b>	<b>Points Scored</b>
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	
<b>Total points possible</b>	<b>100</b>	





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