

POLICIES AND PROCEDURES

The information that follows specifically defines those policies and procedures of the Association.

1. The President-elect and the Executive Secretary shall represent the Association at the International Technology Education Association annual conference. Their expenses will be paid in full by the Association.
2. The Board of Directors will schedule and meet a minimum of twice annually for the purpose of transacting the business of the Association.
3. Standing Committee members will serve as a member for two years and as chairperson the third year unless due to the loss of a member or members it becomes necessary to appoint a member as a chairperson.
4. Special Awards other than those specific awards given or considered annually by the Awards Coordinator may be awarded as deemed essential by the Executive Committee and/or the Board of Directors.
5. The President-elect always becomes an ex-officio member of all committees.
6. The Executive Committee or individual officers thereof may receive mileage per TEA state rate. They should travel together whenever possible. For out of state travel the Treasurer is to pay receipts. Budget must allow for out of state travel prior to occurrence.
7. The Executive Committee or individual officers thereof are entitled to lodging and per diem at the TEA state rate. Lodging may exceed this amount when the difference is reasonable and within budget. For out of state travel the Treasurer is to pay receipts. Budget must allow for out of state travel prior to occurrence.
8. The President may choose to whom and on what occasions flowers or memorials are to be purchased or sent.
9. The Association will reimburse, up to the budgeted amount, transportation, lodging and registration costs for the Distinguished Teacher (ITEA - Teacher Excellence) and the Program of the Year (ITEA - Program Excellence) to attend the International Technology Education Association

Conference. Reimbursement will be made pending receipts.

10. Postage, phone calls and printing shall be the only items for which a committee will be reimbursed.

HALL OF HONOR AWARD

Description

The Hall of Honor Award is the highest award given by the Association. The Award is given only when appropriate. It is not required to be given each year. Ship members are eligible.

Administration

Complete this application and submit it to the current chairperson of the Hall of Honor Committee. It is to be submitted prior to Jan. 15 of any year. Include a resume of the nominee with this application, plus ten letters of commendation on behalf of the nominee.

1. Explain the leadership and/or influence the nominee has displayed on behalf of the technology education profession.
2. Explain the leadership and/or influence the nominee has displayed on behalf of the technology education profession as a change agent when change was needed.
3. Explain the technology education professional reputation of the nominee at the national level.
4. Explain the prominence or recognition of Texas technology education for which the nominee has been responsible through his/her national involvement.
5. Explain the technology education professional reputation of the nominee at the state level.
6. Explain the prominence or recognition of Texas technology education for which the nominee has been responsible through his/her state involvement.
7. Explain the technology education professional reputation of the nominee at

the local/regional level.

8. List the state and national professional associations of which the nominee is/was an active member.

HALL OF HONOR APPLICATION

Nominee Information

(To be completed by sponsoring party or parties)

N a m e : _ _ _ _ _ O f f i c e

P h o n e : _ _ _ _ _

A d d r e s s : _ _ _ _ H o m e

P h o n e : _ _ _ _ _

_ _ _ _ _ N a m e

o f S p o u s e : _ _ _

S p o n s o r I n f o r m a t i o n

N a m e : _ _ _ _ _ O f f i c e

P h o n e : _ _ _ _ _

A d d r e s s : _ _ _ _ H o m e

P h o n e : _ _ _ _ _

_ _ _ _ _

1. Include a resume that addresses as many of the following as possible:
 - a. Leadership and/or influence in the technology education profession
 - b. Leadership and/or influence in the technology education profession as a change agent in a time of need
 - c. Professional reputation at the national level
 - d. Professional reputation at the national level that was responsible for bringing prominence or recognition to Texas technology education
 - e. Professional reputation at the state level

- f. Prominence or influence in Texas technology education
 - g. Professional reputation at the local/regional level
 - h. Membership in state and national professional associations
2. Include a minimum of ten (10) letters of recommendation.
 3. If the nominee is accepted, and he/she is in attendance for the time of the presentation, then a photograph will be taken at that time. If, however, the nominee cannot be in attendance for the presentation, then it is the responsibility of the sponsor(s) to obtain a good quality, black-and-white glossy photograph of the nominee and mail it with this application.
 4. After you have collected all information, please mail the completed packet to the current Association President, the current chairperson of the Hall of Honor Committee, by Jan. 15 of any year.
 5. Include the name and address of anyone who should be notified of this person's award. (i.e. Superintendent, Dean, Supervisor, etc.)

DISTINGUISHED TEACHER AWARD

Description

See ITEA criteria for Distinguished Teacher Award.

Administrative Procedures

1. Each regional association is asked to nominate one person each September for the State Distinguished Teacher Award. This name should be submitted to Don Herrington, Assistant Coordinator of Awards, by Nov. 1 of any year.
2. The nominee must be a past recipient of the Regional Outstanding Teacher Award at least one year prior to this nomination. A photocopy of the Regional Outstanding Teacher Award must be included in the portfolio.
3. Since the person selected as the Distinguished Teacher will be honored at the International Technology Association Conference each year, it is necessary that the nominee meet the criteria set forth by the ITEA. The recipient of the award will be sent to the ITEA Conference, with transportation expenses paid by ATTE.

4. The person nominated not only should be an outstanding teacher, but should also be a strong advocate and leading active participant of the Association.
5. In order to give the State Committee a better basis for making judgments, the following documents are requested for each name submitted:
 - a. a biographical sketch of person being nominated;
 - b. one folder or notebook (3" ring holding 8 $\frac{1}{2}$ " x 11" paper) of supporting material that would endorse the nominee. The material might include letters from principals, superintendents, fellow faculty members, people from other schools who have worked with that person, or people in industry or the community verifying his/her outstanding ability. All documents must be submitted in a sturdy box suitable for mailing.
6. A written news release should be prepared by the person who makes the nomination. The news release is to be sent to the respective media by this person in the event the nominee is chosen. (A sample new release is attached for guidance on page F-4.)
7. A black and white glossy photograph should accompany each news release. The quality of this photograph should be good enough for publication purposes.

Criteria

1. The teacher who will receive the award should be selected on the basis of his/her demonstrated ability in the classroom teaching of technology education. In addition, the following suggestions are given for consideration:
 - a. rapport with students
 - b. ability to motivate student interest in technology education and student club work
 - c. success in upgrading technology education in the total school
 - d. ability to capitalize on available funds, space and equipment to provide a maximum technology education environment for students
 - e. a well-grounded philosophy in technology education
2. The recipient must be a technology education classroom teacher below the

college level.

3. The recipient should be an active participant in pertinent professional educational associations on the local, state and national levels.
4. The recipient must be a member of his/her regional association, ATTE and ITEA at the time of his/her nomination.
5. The teacher must be nominated by a regional association.

DISTINGUISHED SERVICE AWARD

Description

This is one of the highest awards given to a member of the technology education profession for continued and distinguished service to the Association and to the technology education profession of Texas. This award is to be given only to current members of the Association who actively participate in student technology associations, regional associations and/or ATTE.

Administrative Procedures

1. Each regional association is asked to nominate one person each year for the State Distinguished Service Award. This name should be submitted to Don Herrington, Assistant Coordinator of Awards, before Jan. 15 of any year.
2. A written news release should be prepared by the person who makes the nomination. The news release is to be sent to the respective media by this person in the event the nominee is selected. (A sample news release is attached for guidance on page F-4.)
3. A black and white glossy photograph should accompany each news release. The quality of this photograph should be good enough for publication purposes.
4. The attached media information form should be completed for future reference. This information is necessary to know where to send news releases.

DISTINGUISHED LEADERSHIP AWARD

Description

This is one of the highest awards given to a member of the technology education profession for continued and distinguished leadership in the technology education profession on the state level. This award is to be given only to members of the Association who actively participate in their professional organizations such as this Association, ITEA and other educational associations.

Administrative Procedures

1. Each regional association is asked to nominate one person each year for the State Distinguished Leadership Award. This name should be submitted to Don Herrington, Assistant Coordinator of Awards, before Jan. 15 of any year.
2. A written news release should be prepared by the person who makes the nomination. The news release is to be sent to the respective media by this person in the event the nominee is selected. (A sample news release is attached for guidance on page F-4.)
3. A black and white glossy photograph should accompany each news release. The quality of this photograph should be good enough for publication purposes.
4. The attached media information form should be completed for future reference. This information is necessary to know where to send news releases.

MERITORIOUS SERVICE AWARD

Description

This award is given to those individuals, institutions and companies outside the technology education profession who have rendered special service to the technology education profession and the Association of Texas Technology Education.

Administrative Procedures

1. Each regional association is encouraged to submit the names of individuals, institutions and/or companies that have rendered special service to technology education. This name should be submitted to Don Herrington, Assistant

Coordinator of Awards, before Jan. 15 of any year.

2. A written news release should be prepared by the person who makes the nomination. The news release is to be sent to the respective media by this person in the event the nominee is selected. (A sample news release is attached for guidance on page F-4.)
3. The attached media information form should be completed for future reference. This information is necessary to know where to send news releases.

PRESIDENT'S AWARD

Description

This award is presented to those who have been especially helpful to the President and ATTE in the realization of its goals.

Administrative Procedures

1. The President of the Association will choose the individual(s) or institution(s) using the criteria set forth by each President in keeping with the intent of the award described above.

PROGRAM OF THE YEAR AWARD

Description

The International Technology Education Association, in conjunction with its affiliated associations, has developed an International Program of the Year Award. This award is presented annually at the International Conference as a result of input received from the selection committee representing each affiliated association. The Award is an acknowledgment of a superior technology education program and professional involvement.

This award can be earned by:

- a. a total school district/county; or
- b. a single campus

These categories are in consideration of the smallest school district/county as well as the largest city school system. Criteria for meeting the standards for program

excellence are the same for either level. The affiliated association may wish to honor schools at both levels. This award may be won by a district/county or building unit to a maximum of once every five (5) years.

The Program of the Year Award acknowledges the Texas Technology Education Superior Programs. These programs serve as a standard for comparison and model recognition is provided to the total school district/county level and the individual campus level.

Administrative Procedures

1. Local assessment - the school system or the individual school program shall be assessed by a local team using the **Standards for Technology Education Programs, 1985**, as the criteria assessment. The assessment team should include at least three people drawn from a combination of technology education teachers, school administrators, guidance counselors, parents, business and industry representatives, or other consultants.
2. Submit nomination with required materials:
 - a. Nomination for the School District/County Award should be signed by the superintendent of schools.
 - b. Nomination for School/Campus Award shall be signed by the school building principal.
3. The nomination is submitted to the Selection Committee in a packet which includes:
 - a. Copy of the completed **Standards for Technology Education Programs** including the "Technology Education Program Profile" form.
 - b. The curriculum guide for the programs assessed.
 - c. The completed nomination form signed by the appropriate official.
4. The nomination packet should be submitted by Nov. 1 of the any year.

Criteria

The following are mandatory requirements:

1. Programs must be assessed using the **Standards for Technology Education Programs, 1985**, as the criteria for assessment.
2. Program nominated must be assessed by a team of at least three persons.
3. The program nominated must meet or exceed 70% of the **Standards**.
4. At least 60% of the technology education faculty shall be members of both ITEA and this Association.
5. A specific school curriculum guide, written or revised within the last five (5) years, must be used and submitted with the nomination.
6. Nominations must be submitted by (1) the superintendent of schools for the district/county award or (2) the principal for the school/campus award.

REGIONAL OUTSTANDING TEACHER AWARD

Administrative Procedures

The name of the person selected from each region should be sent to Don Herrington, Assistant Coordinator of Awards, by Jan. 15 of any year. The name should be kept confidential if possible. Every effort should be made to see that the person selected is at the Conference to receive the award.

Criteria

1. The teacher must be a member in good standing of the regional association from which he/she is selected.
2. The teacher must be a member of ATTE.
3. The teacher should have a strong, sincere, professional attitude; one that is evident by his/her participation in professional organizations.
4. The person selected should be outstanding in technology education craftsmanship and scholarship.

5. The teacher selected should exhibit good teacher relationship in local, regional and state environments.
6. The person's attitude toward students must be positive and his/her ability to interest them must be strong.
7. The teacher should be an advisor for a current affiliated Technology Student Association chapter in good standing.
8. The person selected may not receive this honor more often than once every five years.
9. The person should be selected on the basis of his/her performance during the last three (3) years.

SCHOLARSHIPS

ATTE Memorial Scholarship

The ATTE Memorial Scholarship was started by the families of William D. Greer, Sr. and Phil W. Wright, Sr. Additional donations to the principle have been made by family and friends of outstanding technology education leaders to commemorate them through the education of others.

Commemorated Individuals include:

William D. Greer, Sr.
Phil W. Wright, Sr.
Lloyd Carter

Description

1. The scholarship(s) will be awarded from interest derived from the scholarship fund.
2. A minimum of \$100.00 will be awarded.
3. Under no circumstances will the principle of the scholarship fund be used.
4. The institution enrolling the individual will bill the Association for tuition (not to exceed the amount of the scholarship) at the beginning of each semester. Any balance will be paid to the individual.

Criteria

1. The individual must be in his/her first five (5) years of teaching.
2. The individual must be teaching technology education.

3. The individual must be working on an advanced degree.
4. The teacher must be a member, in good standing, of the regional association from which he/she is nominated.
5. The teacher must be a member of ATTE.

Dr. W. A. Mayfield Leadership Scholarship

Description

1. Funds for this scholarship will be derived from a \$1.00 assessment from each member's dues and profits from the ATTE Family Night.
2. The amount of the scholarship will be a minimum of \$500.00 a year.

Criteria

- 1. The award recipient must be a graduating High School Senior.***
- 2. The award recipient should indicate a desire to pursue a degree in a technology related area.***
- 3. Special consideration should be given to students that have documentation demonstrating participation in Technology Club activities.***
- 4. The award recipient must also submit an ATTE Scholarship and a copy of the Best of Texas application to the Assistant Awards Coordinator.***

Billy W. Mayes Scholarship

Description

1. The scholarship(s) will be awarded from interest derived from the scholarship fund.
2. The scholarship(s) will be given for two (2) consecutive semesters.
3. The amount of the scholarship(s) will be a maximum of \$500.00 per semester or \$1000.00 per year.
4. If more than \$1500 is available in interest, that amount will be divided equally and two scholarships will be awarded.

Criteria

1. The individual must be attending an accredited college or university in Texas.
2. The individual should be majoring in Technology Education.
3. Special consideration should be given to individuals who have demonstrated an interest in student club activities or ATTE regional associations.

Administrative Procedures for all Scholarship Awards

1. A scholarship award application and resume should be sent to the Assistant Awards Coordinator before Jan. 15. The name should be kept confidential, if possible. Every effort should be made to see that the person selected is at the conference to receive the award.
2. A written news release should be prepared by the person who makes the nomination. The news release is to be sent to the respective media by this person in the event that the nominee is chosen. (A sample news release is attached for guidance.)
3. A black and white glossy photograph should accompany each news release. The quality of this photograph should be good enough for publication purpose.

Scholarship Selection Committee

TATERs

Special Notes

1. There will be no discrimination on the basis of sex, race, religious preference in the awarding of these scholarships.
2. Under no circumstances will the principle of the ATTE Memorial Scholarship or the Billy W. Mayes Scholarship funds be used.
3. The institution enrolling the individual will bill the Association for tuition (not to exceed the amount of the scholarship) at the beginning of each semester. Any balance will be paid to the individual.

Twenty-Five Year Award

Description

The ATTE recognizes those individual members who have directly served the field of technology education for a total of 25 years.

Administrative Procedures

If an individual wishes to be recognized, he/she must return the proper application to the Assistant Coordinator of Awards. The deadline for receiving applications for this award is Jan. 15 of any year.

Criteria

The following guidelines have been established to determine the qualifications for this recognition:

1. The recipient shall be a member of his/her regional association and the Association of Texas Technology Education.
2. The recipient shall be presently teaching or directly supervising technology education in Texas.
3. The recipient shall have a total of 25 years (not including the year in progress) of teaching and/or directly supervising technology education.
4. It shall be the responsibility of each prospective recipient to make application to the Association for this recognition.
5. The prospective recipient must be present at the annual conference to receive this recognition during the awards ceremony.
6. All award recognitions are subject to the action of the Association's Board of Directors.

International Technology Education Association Special Citation Nomination Information

All ITEA members are invited to submit a nomination(s) for one or more of the citation awards given by ITEA. Brief descriptions of the citations follow:

1. Academy of Fellows of the International Technology Education Association

This is a rare citation and the highest one that ITEA can bestow on any person. To qualify, the individual must have gained prominence in the technology education profession.

2. Award of Distinction

This is the second highest citation to be bestowed by the ITEA. To qualify, the individual must have earned national distinction through accomplishments in either (1) improvement of instruction, (2) research and scholarship, and/or (3) effective teaching.

3. Meritorious Service Award

This is the third ranking citation that is presented by the ITEA. To qualify,

the individual must be worthy of claim to commendation for excellence of service to the ITEA.

4. The Rutherford B. Lockette Humanitarian Award

This award is given to an individual who has put forth outstanding effort to promote humanistic values while serving as a professional in the technology education field.

5. Special Recognition Citation

The fourth ranking citation to be sponsored by the ITEA is recognition given for some special service. To qualify, the person must have performed some outstanding service to or for the ITEA or to or for technology education.

6. Distinguished SHIP Member Award

This award honors an outstanding member of the EEA-SHIP who exemplifies the purpose for which the organization was formed: that is to develop a better and closer working relationship between responsible firms doing business in the school field and educators.

Nomination Information

1. All nominations must be made on special forms.
2. Forms are available from ITEA.
3. Nominations should be made by Dec. 1 of any year.

ATTE Outstanding Regional Association Award

Description, Administrative Procedure, Criteria and Application are waiting on Awards Committee Review

Regional Outstanding Administrator Award

Description, Administrative Procedure, Criteria and Application are waiting on Awards Committee Review

ATTE Outstanding Administrator Award

Description, Administrative Procedure, Criteria and Application are waiting on Awards Committee Review