



## Memorandum

**TO:** State Association Directors  
**FROM:** Jeri Widdowson  
**Date:** September 2017  
**SUBJECT:** SkillsUSA Advisor of the Year Information/Materials

Attached are materials and directions needed to begin the process for selecting the SkillsUSA National Advisor of the Year for 2017-2018.

- Step #1 Copy and distribute the attached application throughout your state. Once you have received all applications, select your state SkillsUSA Advisor of the Year (high school and/or college/postsecondary). State Directors may nominate AOTY candidates multiple times at their discretion. Also, the nominee does not have to be from the current year. **The goal of the AOTY recognition program is to celebrate “exemplars”, i.e. advisors who have distinguished themselves at the chapter level**
- Step #2 Complete the online application at the password protected state director website for your winning state advisor. Send directly to Jeri Widdowson at [skillsusapennsylvania@comcast.net](mailto:skillsusapennsylvania@comcast.net).
- Note: Each state is eligible to submit both a high school and a college/postsecondary nominee.**
- Step #3 All nominations received will be grouped by region and sent to regional representatives of the state directors association. Each regional representative will form a selection committee to review and select a Regional Advisor of the Year. **(Note: No region will select their own regional winner).**
- Step #4 Regional winners will be notified and invited to attend the 2018 SkillsUSA National Leadership and Skills Conference (NLSC) in Louisville, Kentucky. There will be one winner per region. The winner could be either high school or college/postsecondary.

Step #5 During NLSC, the regional winners will be interviewed by a selection committee comprised of the state association directors, national staff and members of the board and industry representatives.

Step #6 All regional winners will be introduced and recognized at the Opening Ceremony during the NLSC. The National Advisor of the Year will then be announced during the event. The winner could be either high school or college/postsecondary.

NOTE:

**Based on funding:**

1. \$2,500 program grant will be issued for national winner's school and \$1,000 program grants will be issued for the four (4) remaining regional winner's schools.
2. \$500 travel subsidy (reimbursement) to each regional winner (to individual or to agency providing travel to NLSC).
3. For national winner, three (3) trips to SkillsUSA events to include round trip air fare, meals and lodging.

**Please note the following deadlines:**

- State winner selected **no later than December 4, 2017**
  - State winner's online application **must be completed by December 4, 2017**
- The regional representatives' selections of the five regions will be submitted to national staff during the state association director officers' winter meeting (end of January). Formal recognition and selection of the National Advisor of the Year will take place at the NLSC.

***Note: If state directors decide that the November deadline is too early, they are invited to resubmit last year's nomination if that advisor was not selected as a regional winner during 2016. Directors are encouraged to do their best to nominate an Advisor of the Year by December 1, 2016. Note: A nominee may be nominated more than once.***

## Nominator's Instructions

### **Nominator should submit to his/her State SkillsUSA Director:**

- 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 (maximum)  
*More than three (3) letters will disqualify the nominee.*  
Note: Information provided in letters of support weighs heavily in evaluation.
- State Director letter of support indicating the nominee is the "official" nominee. *The State Director's letter does not count as one of the three letters of support/recommendation*
- A *digital* color portrait (head and shoulders shot in SkillsUSA attire) of the nominee. *Portrait maybe submitted in digital format.*
- No additional materials will be accepted.

The State SkillsUSA Director will then scan the documents and email them to Jeri Widdowson, chair of the AOY committee: SkillsUSAPennsylvania@Comcast.net

### **Special Note: The procedure for the final selection of the National Advisor of the Year is as follows:**

1. After all nominations from the individual states are received as instructed above they are separated by region.
2. The nominations are then sent to Regional Representatives of the State Directors Association (representatives receive different regions each year).
3. The regional representative then forms a review committee to select a regional winner. Attached rating form and evaluation rubric will be used by regional preventatives in the selection process.
4. Regional winner names are returned to the Chair prior to or at the State Directors Association Board of Directors in January.
5. Regional winners are interviewed at the National Leadership and Skills Conference, and an overall national winner are selected.

### **Criteria**

This award will be presented to secondary and/or postsecondary educators involved in technical, skilled, and service occupations, including health occupations courses, and who have achieved prominence at local, state or national levels. One such award will be presented annually.

**Eligibility**

Eligible individuals are individuals who are currently employed by high schools, postsecondary institutions, career centers, area vocational technical schools, etc. Contributions and achievements on which the nomination is based should have been made within the past ten years. The nominee must be a paid SkillsUSA professional member.

Nomination Form  
National Advisor of the Year



Region \_\_\_\_\_

Name of Nominee \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Home E-mail Address \_\_\_\_\_

Current job title: \_\_\_\_\_ CTE subject area: \_\_\_\_\_

Current paid member of SkillsUSA: (Please circle) 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 \_\_\_\_\_

State Director e-mail address \_\_\_\_\_





---

---

---

---

---

---

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, plus state director's letter)	10	
<b>Total points possible</b>	100	

Evaluated by: \_\_\_\_\_

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

Evaluation Sheet  
SkillsUSA Advisor of the Year



Nominee evaluate \_\_\_\_\_

**Outstanding SkillsUSA contributions and accomplishments at the chapter level**

<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.

**Outstanding contributions at the regional state, or national levels**

<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.

**Significant positions held (in educations or SkillsUSA)**

<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.

**Honors and/or Recognition**

<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

**Professional Memberships (offices held, leadership roles)**

<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.

**Civic, fraternal activities, etc.**

<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

**Letters of Recommendation – Maximum of 3 plus State Director**

<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

Comments by evaluator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluated by: \_\_\_\_\_

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