

**2011 Award Nomination Form  
Minnesota Business Educators Inc.  
- DISTINGUISHED SERVICE AWARD -**

**Outstanding Contributions to Business Education  
by an Administrator or Supervisor of Business Education**

**Eligibility:**

The nominee must be primarily engaged in the administration or supervision of a business education program. If the nominee has dual responsibilities, at least 50 percent of those responsibilities must be in an administrative/supervisory function at the major employing institution. The nominee must be a current member of MBEI and have been a member for a minimum of three (3) years.

**Nomination Guidelines: (Please Read Carefully)**

1. Nominations may be made by a MBEI member or by the Executive Boards of MBEI affiliated regional or state associations.
2. Nominations must be on this **nomination form** cover sheet (*page 1*), with the biographical data of nominee on the accompanying sheet (*page 2*). Biographical data may not exceed one page, one side only. Responses to each criterion on *page 3* must not exceed one page, one side only. Please type each statement at the top of a separate sheet of paper before beginning your response. A 10-point or larger font is required.
3. Five copies of the nomination packet must be submitted to the MBEI Awards Chair.
4. A **maximum of five (5) supporting letters**, each limited to one side of one piece of 8 ½ X 11 paper or letterhead may accompany this form. A 10-point or larger font is required. Please note: Letters longer than one page will result in disqualification of the nominee.
5. **No additional pages or materials** should be included with the nomination form other than letters as stated in Number 4 above.
6. Nominations should be mailed to:  
Kathryn Larson, MBEI Awards Chair  
Owatonna High School,  
333 East School Street  
Owatonna, MN 55060  
[klarson1@owatonna.k12.mn.us](mailto:klarson1@owatonna.k12.mn.us)
7. Nomination papers must be **postmarked by July 15**.

**Failure to follow any of the nomination guidelines will result in disqualification of the nomination.**

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

Full Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Present Position: \_\_\_\_\_

MBEI Division: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Present Position: \_\_\_\_\_

MBEI Division: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Biographical Data of Nominee (*List most recent activities first*)**

1. **DEGREES . . .** [List degrees, institutions, and years attended.]

2. **ADMINISTRATIVE/TEACHING EXPERIENCE . . .**  
[Give years of experience in business education administration or supervision.]

3. **PROFESSIONAL MEMBERSHIPS . . .**

4. **HONORS AND AWARDS . . .**

5. **PUBLICATIONS . . .**

## **Criteria for Award**

**(Outstanding Contributions to Business Education by an Administrator or Supervisor of Business Education)**

**Please type each criterion at the top of a separate sheet of paper. Each response must not exceed one page, one side only. A 10-point or larger font is required.**

1. Contributions to business education through administrative and/or supervisory activities—years of experience and evidence of effectiveness in the field should be documented. (Maximum points—50)
  
2. Participation and offices held in local, state, regional, and national professional associations and other special activities resulting in the improvement of the profession. (Maximum points—20)
  
3. Development and/or support of education programs that provide unusual opportunities for business education students to benefit from interrelationships with the business community. Evidence of involvement in other programs that display unusual commitment to students and/or teachers through personal or staff contacts, activities, and ongoing support. (Maximum points—15)
  
4. Demonstration of efforts to inform citizens of the achievements of business education and of the needs of the program's future development; contributions to business education through public persuasiveness and/or support of state or federal legislation designed to advance the purposes of business education. (Maximum points—15)

Nomination package must be **postmarked by July 15.**