



**Air Force Association  
Aerospace Education Awards  
National Teacher of the Year Nomination Form**

<b>AFA NATIONAL USE ONLY</b>
Membership Verification _____
Membership Expiration Date _____

Teacher of Year information is found in Chapter Four of the [Field Operations Guide](#).

***National Teacher of the Year Award*** <http://www.afa.org/TeacherOfYearGuidelines>

The purpose of the program is to recognize classroom teachers at the national level for their accomplishments and achievements in exciting K-12 students about science, technology, engineering and math (STEM) and preparing them to use and contribute to tomorrow's technologies. This is a unique opportunity for AFA to recognize and reward exceptional teachers who are furthering excellence and making coming to class an adventure. The winner of this award will be selected based upon classroom performance, collaborative initiatives, educational outreach, leadership positions, and significant impact in the school and community. The National AFA Aerospace Teacher of the Year will act as the educational representative of the AFA.

**Eligibility Criteria:**

- The candidate must be a former AFA State Teacher of the Year selected during the current or past academic year.

**Nomination Package Components:**

- The nomination form should be completed by State AEVP, signed by State President, attached to the front of the teacher materials, noted below, and submitted to AFA National at [field@afa.org](mailto:field@afa.org) by 31 May.
- The teacher should compile and submit to the State AEVP the following documents for the portfolio:

1. **EDUCATIONAL HISTORY AND PROFESSIONAL DEVELOPMENT:** This section must be in outline form, listing colleges and universities attended including post-graduate studies; indicating degrees earned and dates of attendance; and listing employment history indicating time period, grade level, and subject area. Outline should include professional association memberships and offices held; service on committees, commissions, and task forces; and other relevant activities. Leadership activities in staff development and the training of future teachers should be listed along with awards and other recognition. **Response should be titled and limited to two (2) double-spaced pages.**

2. **PROFESSIONAL BIOGRAPHY:** This section should list the influencing factors in becoming a teacher. A description of greatest personal contributions and accomplishments in STEM education should also be included. **Response should be titled and limited to two (2) double-spaced pages.**

3. **NATIONAL AEROSPACE TEACHER OF THE YEAR:** This section should describe what message and/or platform the teacher would communicate to the teaching profession and to the public as the National Aerospace Teacher of the Year, serving as a spokesperson and representative for the entire teaching profession. **Response should be titled and limited to one (1) double-spaced page.**

4. **THREE PAGES OF OTHER DOCUMENTATION:** This section should include optional three pages of newspaper articles, other documents, and/or photos that include the teacher with students doing STEM activities (ensure students in photos have media release permission for use).

5. **FOUR LETTERS OF SUPPORT:** This section should include four recent letters of support: one must be from the AFA Chapter President, one must be from the AFA State President, and one must be from the superintendent or equivalent level administrator; and the fourth may be from a colleague, student/former student, parent, or community leader. The original letters should be incorporated as the last four pages of the portfolio. NOTE: An effective letter of support contains evidence of personal knowledge of the teacher and an indication of the qualities which would qualify the candidate to be the Air Force Association's National Aerospace Teacher of the Year. **Each letter should be limited to one (1) single-spaced page.**



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This page should be the cover page for the entire National TOY portfolio submitted by the State AEVP.

Nominating Chapter		State	
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State AEVP Name		Date	
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**Teacher Information**

Name	
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E-mail	Daytime Phone
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Complete Mailing Address	
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Subject(s) Taught		Grade(s) Taught	
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Years in Current Teaching Position		Total Years Teaching	
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**School Information**

Name	Phone
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Complete Mailing Address	
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Principal		Principal E-mail
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**Nat'l TOY Nomination Portfolio Checklist for State AEVP to Compile & Send to AFANat'l by 31 May**

Section 1- Educational History and Professional Development		Section 2- Professional Biography		Section 3- National Aerospace TOY Message		Section 4- Optional Extra 3 Pages of Supporting Documentation		Section 5- Four Letters of Support (to include AFA Chapter and State President letters)
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**State President Endorsement**

State President's Name	Date
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E-mail	Daytime Phone
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Complete Mailing Address	
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