

## **Chapter Teacher of the Year Guidelines**

Required documentation for nomination submission is as follows:

1. The completed AFA Chapter ToY nomination form (see form below).
2. A letter of recommendation/support from a school official (principal or higher) must be attached to Chapter ToY nomination form.
3. A one-page narrative from the teacher must be attached to Chapter ToY nomination form.

The final pages attached to the Chapter ToY nomination form should be the optional three pages of newspaper articles, other documents, and/or photos that include the teacher with students completing STEM activities (ensure students in photos have media release permission for use).

The program runs from January 1 – April 30. The deadline for AFA Chapters to submit nominations is April 30. Chapter AEVPs are encouraged to select Chapter ToYs in time to allow for submission of State ToY nomination package (or National ToY package (see National ToY deadline), if warranted, and in time to recognize Chapter ToYs at schools before the end of the school year.

AFA elected officers, voting board members, employees, and their immediate family members (spouse/children) are not eligible for this recognition.

### **Award Recipient**

- Check for \$250.00
- Certificate of Excellence