

## **AFA National TOY Submission Suggestions**

Listed below are some points to help when considering a submission of a National TOY award nomination package.

- 1- There is a two-year eligibility window for an AFA State TOY to submit a nomination package for the National TOY program: the year being named State TOY and the following year.
  - a. Every State TOY is not expected to submit a National TOY package, as the national award is very competitive and only those educators making contributions on a national level should be submitted for consideration.
  
- 2- To get a good perspective of the AFA TOY program, the following guidelines can be used to select an aerospace/STEM educator at each level of the AFA TOY program:
  - a. **Chapter TOY**- does outstanding work in the classroom or the school, and, possibly, outside the local area.
  - b. **State TOY**- conducts programs outside the general classroom and/or school- has a broader scope of influence than the classroom.
  - c. **National TOY**- conducts programs within school/school system/state, and, nationally. Has some type of national scope of influence with students and/or other educators.
  
- 3- If this is your nominee's first year as the State TOY and the first year to submit a national TOY package, and he/she does not win, you and your nominee can determine if the package needs to be updated and resubmitted again for the second year of eligibility.
  
- 4- Generally, it is recommended that a State TOY not submit for the National TOY award in the first year of eligibility as the time from State TOY selection (April) until the 30 May deadline for national TOY submissions is quite short. National TOY nominees are, for the most part, not only exemplary in the classroom or school, but in conducting outreach programs with other students and/or educators on a state, regional, and national scope. This makes it more difficult to prepare a comprehensive nomination package within such a short time, but, it is not impossible, if a nominee wants to try.
  
- 5- When submitting a national TOY package, ALL criteria must be followed exactly, as is noted at the National Teacher of the Year site on the AFA website [HERE](#). Additional input will not be considered.
  - a. The **State AEVP or President** should ensure the nomination form is completely filled out as directed.
    - (1) This form should be used as a cover sheet, with all other pages placed in order behind the form; then save the entire package as a pdf before sending to the AFA. (Hint: save each page in pdf form, then combine the package into one pdf packet to send to the AFA.)
  - b. Have **the educator** read the directions for and complete the sections entitled:
    - (1) Educational History & Professional Development (only 2 double-spaced pages allowed)
    - (2) Professional Biography (only 2 double-spaced pages allowed)
    - (3) National Aerospace TOY Message (only 1 double-spaced pages allowed)
  - c. The four letters of support **have to** include letters from the AFA chapter president, the AFA state president, and the teacher's superintendent (or equivalent). The fourth letter can be from any other person of choice. These letters should be viewed as important ways to include additional personal knowledge of the exemplary level of above and beyond performance of the educator. (No extra letters will be accepted.) NOTE: Each letter should only be 1 single-spaced page.
  - d. The three extra pages of documentation are quite important and should clearly depict the breadth of impact of the educator. This area certainly enhances the package. Documentation pages could be photos with cut lines describing the activities; newspaper articles; awards listings; etc. NOTE: Videos are not to be included in this documentation.
  - e. Including more information/pages/etc. than is allowed deducts points from the overall score of a nominee. This is to ensure that each nominee has an equal and fair chance at being judged.
  - f. Guidelines for the national TOY package are found [HERE](#).
  - g. Questions? Contact [education@afa.org](mailto:education@afa.org).