

## **AFA National TOY Submission Suggestions**

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

1. To get a good perspective of the overall AFA TOY program, the following guidelines can be used to select an aerospace/STEM teacher at each level of the AFA TOY program:
  - a. **Chapter TOY**- does outstanding work in the classroom to teach and/or perpetuate STEM. May also be involved in promoting STEM at the overall school, the school system, or beyond.
  - b. **State TOY**- conducts programs outside the general classroom and/or school, having a broader scope of influence than the classroom.
  - c. **National TOY**- conducts STEM programs within school/school system/state, regionally, and nationally. Has some type of national scope of influence with students and/or other educators. Program(s) can be replicated by other educators.
2. 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.
3. Every State TOY should not be expected to submit a National TOY package, as the national award is very competitive. Only those educators making some sort of student and/or professional contributions on a national level should be submitted for consideration.
4. 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 whether or not the package needs to be updated and resubmitted again for the second year of eligibility. (NOTE that only one State TOY can be submitted for the National TOY program per year.)
5. If the State TOY desires to be nominated for the National TOY program, unless the State TOY nomination package is already very strong, the State TOY may want to wait until the 2<sup>nd</sup> year of eligibility to submit for the National TOY award. The time from State TOY selection (30 April) until the **30 June deadline for National TOY submissions** is quite short. This gives the State TOY time to build more on his/her resume' and activities/performance to submit for the national-level award. National TOY candidates 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 MAY make it more difficult to prepare a comprehensive nomination package within such a short time. This is not impossible if a nominee wants to try, so this is only a suggestion.
6. 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 [National TOY nomination form](#) is filled out as directed.
    - (1) This form should be used as a cover sheet, with all other pages placed in order behind the form. Save the entire package as a pdf before sending to the AFA National ([education@afa.org](mailto:education@afa.org)). (Hint: save each page in pdf form, then combine the pdf pages into one pdf "binder" or package to send to AFA.)
  - b. Have **the educator** read the directions for each section and complete each section as follows:
    - (1) Educational History & Professional Development (only 2 double-spaced pages allowed)
    - (2) Professional Biography **NOTE: A 2-3 statement summarizing paragraph should be included at the end to be used to briefly describe the teacher to others, if selected as a winner.** (only 2 double-spaced pages allowed)
    - (3) National Aerospace/STEM TOY Message (only 1 double-spaced page allowed)
  - c. The three extra pages of documentation are quite important and should clearly depict the breadth of impact of the teacher. This area certainly enhances the package. Documentation pages could be photos with descriptions of the activities; newspaper articles; awards listings; etc. NOTE: **ONE representative "link to a video" that best showcases the teacher can be linked on one of these three pages entitled "Teacher Video showing..."** (no extra pages will be accepted)
  - d. 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 teacher. No extra letters will be accepted. (each letter should only be 1 single-spaced page)
  - 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.

**Guidelines for the National TOY package are found [HERE](#). Questions? Contact [education@afa.org](mailto:education@afa.org)**