

## AFA Chapter Teacher of the Year Guidelines

Required documentation for each Chapter TOY nomination submissions is as follows:

1. The completed AFA Chapter TOY nomination form [HERE](#).
2. A letter of recommendation/support from a school official (principal or higher) attached to Chapter TOY nomination form.
3. A one-page narrative of the teacher's accomplishments and achievements in support of aerospace-related STEM and the impact of these activities on the students
4. Optional three pages of newspaper articles, other documents, and/or photos that include the teacher with students completing aerospace-related STEM activities. Ensure students in photos have media release permission for use.

The Chapter and State TOY award submission timeframe runs annually from January 1 – April 30.

- The deadline for AFA Chapters to submit nominations to AFA National ([education@afa.org](mailto:education@afa.org)) is April 30.
  - The State AEVP is encouraged to set a date prior to April 30 for Chapters to submit their Chapter TOY to the State AEVP and AFA National which will also allow time for the State TOY to be selected prior to the April 30 deadline.
  - Chapter AEVPs are also encouraged to select Chapter TOY(s) prior to April 30 to allow time to make teacher award presentation(s) at the school. (The April 30 deadline should also provide time for any qualified and interested winning State TOY to submit a National TOY nomination package by the due date of June 30.)

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

### Recipient Award Components

- Check for \$250 for the teacher
- Chapter TOY pin
- Chapter TOY padfolio
- Chapter TOY certificate
- Complimentary Civil Air Patrol Aerospace Education Membership (contact [ae@capnhq.gov](mailto:ae@capnhq.gov) for free membership coupon code)

### Additional Chapter TOY Award and Recognition

AFA National will provide the award components to one Chapter TOY per Chapter.

- If more than one Chapter TOY is desired to be recognized, the Chapter can purchase additional award components (Chapter TOY pin and Chapter TOY padfolio) from AFA National.
- If a check is desired for more than one Chapter TOY, AFA will only provide one \$250 check and the Chapter will need to provide any additional funds.
- CAP will award the free AE membership to all Chapter TOYs selected. (For info on the free CAP AE membership benefits, the teacher can check out the [CAP Educators Page](#).)

For any questions, contact [education@afa.org](mailto:education@afa.org).