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**Guidelines for Outstanding Beginning Teacher Awards**

The following guidelines are being provided to IACTE member institutions to help guide your nomination of Outstanding Beginning Teachers.

1. Nomination forms will be available on the IACTE website (<http://iacte.weebly.com>) and with this communication.
2. Nominating institutions should complete the Nomination Form, as well as prepare a short biographical statement of 200 words or less about the nominee, which can be used at the awards ceremony. Nominees will be asked to share a head shot for use in the program.
3. **The IACTE legislative reception and OBTA awards ceremony is tentatively scheduled for Tuesday, March 28, 2017. The due date for the nominations is March 13, 2017**. Nominations should be sent to:

Thomas Sargent, IACTE Past President

Monmouth College

700 East Broadway

Monmouth, IL 61462

tsargent@monmouthcollege.edu

1. Once nominations have been received, the OBTA committee will follow up with an official letter of invitation to each nominee, their building administrator and to the nominating IACTE institution.
2. Each nominating IACTE institution should contact its awardee and make financial arrangements to cover their travel and hotel expenses for coming to the ceremony and conference. Awardees do not have to register for the spring conference in order to attend the Legislative Reception for the awards ceremony. IACTE will pay for each nominee and their building administrator to have lunch on the first day of the conference.
3. IACTE provides complimentary access to the reception for the honoree and one guest. If the nominating IACTE institution is not registered for the conference, the reception registration fee is $50 per person.
4. In its notification of the award to the nominee’s building administrator, the IACTE OBTA committee will also send a request for the school district to cover the costs for a substitute teacher for one day.
5. Please note that the Outstanding Beginning Teachers and administrators are also invited to participate in the Springfield Day on the Hill legislative visits.
6. IACTE will work with the nominating IACTE institution to coordinate press release efforts. A standard press release will be available on the IACTE website after the event and can be downloaded by any institution or school district in order to provide information to local media regarding their award recipient.

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**OUTSTANDING BEGINNING TEACHER AWARD**

**NOMINATION FORM**

Each eligible IACTE institution can nominate ONE individual (teaching in the state of Illinois) to receive an IACTE OUTSTANDING BEGINNING TEACHER AWARD. Institutions should provide the information below, as well as attach a short biographical statement of 200 words or less about the nominee and their accomplishments as an outstanding beginning teacher, which can be shared at the awards ceremony. The awards ceremony is tentatively scheduled for Tuesday, March 28, 2017.

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| **Nominating Institution:** |  |
| **Institutional Contact Person** | **Institutional Representative Attending Ceremony** |
| Name (First & Last): |  | Name (First & Last): |  |
| Title: |  | Title: |  |
| Email Address: |  | Email Address: |  |
| Phone Number: |  | Phone Number: |  |
| Mailing Address: |  | Mailing Address: |  |
|  |  |
|  |  |
|  |  |
| **Outstanding Beginning Teacher Award Recipient** | **Building Level Administrator** |
| Name (First & Last): |  | Name (First & Last): |  |
| Title: |  | Title: |  |
| Email Address: |  | Email Address: |  |
| Phone Number: |  | Phone Number: |  |
| Home Mailing Address: |  | Building Mailing Address: |  |
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**Due date for the nomination is March 13, 2017**. Nomination should be sent by mail, email or fax to:

Thomas Sargent, IACTE Past President

Monmouth College

700 East Broadway

Monmouth, IL 61462

309.457.2310 (fax)

tsargent@monmouthcollege.edu