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**Guidelines for Outstanding Beginning Teacher Awards**

The following guidelines are being provided to IACTE member institutions to help guide in your selection of an Outstanding Beginning Teacher.

1. Selection forms will be available on the IACTE website (<http://iacte.weebly.com>) and with this communication.
2. Your institution should complete the **Selection Form**, as well as prepare a short biographical statement of 200 words or less about the outstanding beginning teacher, which can be used at the awards ceremony. Your institution representative will present your beginning teacher and read this biographical statement. Your outstanding beginning teacher will be asked to share a head shot for use in the program. If you need a **Selection Form**, please email me at the email address below.
3. **The IACTE legislative reception and OBTA awards ceremony is scheduled for Tuesday, March 31, 2020 at the Inn at 835, Springfield, IL. The due date for the nominations is February 17, 2020**. Selection forms should be sent via mail or email to:

Barbara O’Donnell, IACTE Past President

Southern Illinois University Edwardsville

Campus Box 1122

Edwardsville, IL 62026

bodonne@siue.edu

1. Once your selection form has been received, the OBTA committee will follow up with an official letter of invitation to each outstanding beginning teacher, their building administrator, and to your institution.
2. Each IACTE member institution selecting an outstanding beginning teacher 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 or the awards ceremony. IACTE will pay for each outstanding beginning teacher 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 IACTE member institution is not registered for the conference, the reception registration fee is $60 per person.
4. In its notification of the award to the outstanding beginning teacher’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 on Wednesday, April 1, 2020.
6. IACTE will work with the IACTE member 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.