

# NCTE Affiliate Award Excellence Award Submission Form

These forms and supporting materials **must arrive by July 15** of the year of the award to the **participating Standing Committee on Affiliates Representative** (Claire Lamonica, 603 Normal Ave, Normal, IL 61761-1527). Please write legibly.

**Date:** \_\_\_\_\_

**Complete Name of Affiliate:** \_\_\_\_\_

**Name of person submitting application:** \_\_\_\_\_

**Institutional Affiliation:** \_\_\_\_\_

**Position in Affiliate:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Office phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

If selected, would your affiliate be responsible for having a representative on hand to receive the award at the Affiliate Roundtable Breakfast at the NCTE Annual Convention? (Your selected representative is expected to purchase a breakfast ticket with conference pre-registration.) YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please provide name and contact information for representative:

**Name:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Office phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**SECTION I:** These activities are REQUIRED for qualification. Please check all that apply and be sure to attach the requested support materials. **Deadline for submission of application: July 15.**

1. Increase membership through one of the following ways: NOTE: Submit a membership list to the NCTE Affiliate Office in the spring of the previous year and in the year of the award. The Affiliate Office will provide information on your membership count in June.

\_\_\_\_\_ increase membership in the affiliate by 5% during a year; 3% if the affiliate has 300 or more members

\_\_\_\_\_ increase of 5% of NCTE members in the affiliate

\_\_\_\_\_ maintain current membership AND complete an additional activity from SECTION II

\_\_\_\_\_ Conduct a unique membership campaign designed to increase general affiliate membership as well as to increase the number of members from targeted groups (i.e., minorities, elementary educators, urban/rural/early career teachers). NOTE that the campaign must go beyond the usual means of invitation to join the affiliate and must be conducted in the year of the award. ATTACH a one-page detailed description of the campaign that identifies goals, processes, and result AND complete an additional activity from

## SECTION II.

2. \_\_\_\_\_ Publish a particular affiliate communications instrument at least twice a year (e.g. your newsletter or Web page). Attach two different issues of the communications instrument to be considered.
3. \_\_\_\_\_ Conduct at least one program event in professional development in the English language arts for affiliate members. This may be a workshop, conference, study group, or other program. Attach a brief description and any supporting materials, such as an agenda or flier.
4. \_\_\_\_\_ Register for and attend at least two affiliate sponsored activities at the NCTE annual Convention in November (e.g. Affiliate Roundtable Breakfast, Affiliate Workshop, SCOA sponsored concurrent sessions, Affiliate Representatives Meeting). Attach a list of participants and activities attended.
5. \_\_\_\_\_ Complete the NCTE affiliate report forms by the July 15 deadline for this award. See Annual Affiliate Report Checklist mailed to affiliate presidents and liaison officers in May of the year of the award.
6. \_\_\_\_\_ In addition to the Affiliate Excellence Award, apply to at least one other awards program sponsored by SCOA and/or SLATE: e.g. Affiliate Multicultural Program Award, NCTE Fund Teachers for the Dream Affiliate Award, Affiliate Newsletter Award, Affiliate Journal Award, NCTE/SLATE Intellectual Freedom Award (National and/or State, Regional, and Provincial). Attach copy of application.
7. \_\_\_\_\_ Participate with at least one delegate in NCTE's regional leadership conference, when offered in alternate years. Attach name(s) of delegate(s) and date/place of conference.
8. \_\_\_\_\_ Present the supporting materials in an organized, labeled loose-leaf binder or accordion folder. Include a table of contents.

**SECTION II:** Each affiliate applying for the award must complete at least FOUR of the activities listed below in addition to the REQUIRED activities in SECTION I. Please check all that apply and be sure to attach the requested support materials.

1. \_\_\_\_\_ Implement and maintain a plan for affiliate activities that incorporates cultural diversity and inclusion in the language arts profession. Attach a brief description and include any supporting materials.
2. \_\_\_\_\_ Publish a different form of communications instrument IN ADDITION TO the communications instrument in REQUIRED activity #2. Please include sample of additional communications instrument.
3. \_\_\_\_\_ As an affiliate, nominate at least one member of the affiliate for an NCTE office or nominating committee. Attach a copy of the letter of recommendation and/or nomination form submitted to NCTE.
4. \_\_\_\_\_ Participate in SLATE and/or legislative and/or non partisan policy making activities during the year. Attach a brief description and include any supporting materials.
5. \_\_\_\_\_ Participate in a project or activity directly involved with curriculum development, either through the affiliate or through local or state education agencies. Attach a brief description and include any supporting materials.
6. \_\_\_\_\_ Develop and carry out a program or activity that directly involves members of the local community in English language arts activities. Attach a brief description and include any supporting materials.
7. \_\_\_\_\_ Create an affiliate strategic plan for multiple years that includes an annual budget. Please attach a copy of the plan and budget. If a strategic plan is already in place, please attach an updated annual budget and a report on progress on goals for the past year.