# AWARD CRITERIA & NOMINATION INSTRUCTIONS

## Purpose

The Western Region AAAE recognizes on an annual basis, outstanding student members. The Western Region of the American Association for Agricultural Education (AAAE) will award up four awards to outstanding graduate and undergraduate students who attend and present at the regional conference. The number of awards will depend on available funds in the Western Region AAAE account. The award will consist of a certificate and complimentary conference registration.

## Eligibility

1. Applicants must be students in good academic standing as of September 1 of the year in which the award is to be presented.
2. Award recipients are required to present or co-present at the Western Region AAAE Conference in the year in which the award is applied for and awarded.
3. Applicants may not have already received the award for the category in which they are applying (undergraduate or graduate).

## Nomination and Selection Procedures

1. Nominations must be saved as one PDF document and electronically submitted to the AAAE Award Submission Site (<http://www.agedweb.org/AAAE/awards/>).
2. The Professional Development Committee will select award recipients.

## Criteria for Selection

1. Responses to the following essay questions (maximum of 150 words per question).
2. What are your particular interests/concerns/goals related to agricultural education (broadly defined)?
3. How will you benefit from attending the Western Region AAAE Conference?
4. How will you share what you learned at the conference with other students, staff, and faculty?
5. Knowledge, skills, and abilities of applicant. This will be documented in a letter of reference from a faculty member or other qualified individual.

## Nomination Materials

Nomination packets must include and shall be limited to:

* Cover sheet.
* Applicant’s responses to the three essay questions listed in #1 above. (Responses limited to 150 words per question.)
* Letter of reference from a faculty member or other qualified individual to support your application. (Limited to two single-spaced typewritten pages.)

## Score Sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | 4  Excellent | 3  Above Average | 2  Average | 1  Below Average |
| Interests/concerns/goals related to agricultural education |  |  |  |  |
| Anticipated benefits of attending the Western Region AAAE Conference |  |  |  |  |
| Application of learning |  |  |  |  |
| Knowledge, skills, and abilities of applicant. (Documented in letter of reference.) |  |  |  |  |
| TOTAL |  |  |  |  |

# COVER SHEET

|  |  |
| --- | --- |
| Name of Nominee: |  |
| Contact Information:  (address, phone number, and email address) |  |
| College/University Information:  (College/University attending, major, classification, expected graduation date, and current GPA/GPR) |  |
| Career Goal(s) in 50 words or less: | |
| Titles and Categories of Abstracts Submitted to the Western Region AAAE Conference: | |

**Nomination materials** (cover page, nomination letter, and the nominee’s curriculum vitae) **should be saved as one PDF document and electronically submitted to the AAAE Award Submission Site (**[**http://www.agedweb.org/AAAE/awards/**](http://www.agedweb.org/AAAE/awards/)**) no later than July 23rd.**

If you have questions or concerns, please contact the Western Region Professional Development Committee.

NOTE: The following pages may be used as section dividers.