



Memorandum

TO: New York State Advisors
FROM: Bruce Potter
Date: **November 2017**
SUBJECT: SkillsUSA New York Advisor of the Year Information/Materials

Attached are materials and directions needed to begin the process for selecting the SkillsUSA New York "Advisor of the Year" for 2017-2018.

- Step #1 Copy and distribute the attached application throughout your area. Once you have received all applications, select your area SkillsUSA Advisor of the Year.
- Step #2 Send the name and appropriate paperwork for your winning area advisor to:
Bruce Potter
State SkillsUSA Director
5D Marple Lane
Hilton, NY 14468
585-366-4675
bpotter@nysskillsusa.org
- Step #3 Area winners will be notified and invited to attend the 2018 SkillsUSA Leadership and Skills State Conference in Syracuse, New York.
- Step #4 The application will be sent to out of State to other SkillsUSA Directors and they will rate the applicant using the evaluation form listed in the application.
- Step #5 All Area winners will be introduced and recognized at the opening Ceremony on Wednesday during the Awards. The State Advisor of the Year will then be announced during the event.

Please note the following deadlines:

- Area winner's paperwork **must be postmarked by Saturday, March 24, 2018**

Nominator's Instructions

Nominator should submit to his/her State SkillsUSA Coordinator:

- Nomination form
- One page narrative-style biography of the nominee (one page, single spaced).
- One page accomplishments or resume
- Three letters of support or recommendation (maximum)
More than three (3) letters will disqualify the nominee.
Note: Information provided in letters of support weighs heavily in evaluation.
- Area Administrator Trustee letter of support indicating the nominee is the “official” nominee. *The Area Administrator Trustee’s letter does not count as one of the three letters of support/recommendation*
- A color portrait (head and shoulders shot) of the nominee.
Portrait maybe submitted in digital format.
- No additional materials will be accepted.

Criteria

This award will be presented to person involved in Career & Technical Education, and who have achieved prominence at local, state or national levels. One such award will be presented annually.

Eligibility

Eligible individuals are individuals who are currently employed by high schools, career centers, area vocational technical schools, etc. Contributions and achievements on which the nomination is based should have been made within the past ten years. The nominee must be a paid SkillsUSA professional member.

Nomination Form
New York State Advisor of the Year



Area _____

Name of Nominee _____

Home Address _____

City _____ State _____ Zip _____

Home Telephone _____ Home E-mail Address _____

Current job title: _____ CTE subject area: _____

Current paid member of SkillsUSA: (Please circle) Yes No

School Name _____

School Address _____

City _____ State _____ Zip _____

School Telephone _____ School E-mail Address _____

School Administrator Signature (recommendation letter will suffice for signature) _____

Number of Years as a SkillsUSA Advisor: _____

Nominator's Name _____

Nominator's Title _____

Nominator's Address _____

City _____ State _____ Zip _____

Home Telephone _____ Office Telephone _____

E-mail Address _____

Accomplishments or Resume of Nominee

Please use this sheet or answers may be supplemented on a single-spaced, 8 ½" x 11" page. Please use the Times font – 12 point type.
Use front of page only

Significant positions held: (in education or SkillsUSA)

Honors and/or recognitions:

Professional Memberships: (include offices held)

Civic, Fraternal Activities, etc.:

Other specialized SkillsUSA activities, such as community service, safety projects or any other activity above and beyond the call of duty:
