

Arkansas Teacher Award Committee

1. The committee members will read the Section Bylaws for the description of the committee.
2. In the fall, the committee will solicit nominations by contacting school administrators throughout the state. The deadline to submit nominations will be no later than January 31. Each state may receive up to three awards, with no more than one at the elementary school level, one at the middle school/junior high level, and one at the senior high level.
3. In February, the committee will review the nominations. The chair will lead the committee to consensus for each award level.
4. The committee chair will send each awardee's name and school to the Section Secretary by March 1.
5. The committee chair will contact the Section Treasurer for information about the reimbursement and banquet meals available to each awardee (one for the awardee and one for a guest).
6. The committee chair will notify each awardee and extend an invitation to the annual Section Banquet at which the award will be presented. Information about banquet meals and travel reimbursement will be included in the invitation.
7. The committee chair will send the list of awardee names along with the number of banquet meals (comped and to-be-paid) to the Section 1st Vice-Chair by March 15 or by the meal reservation deadline, whichever comes first.
8. The committee chair will provide the mailing address to the Section Secretary for any awardee not attending the banquet so that the award plaque may be sent by mail.
9. The committee will prepare an oral description of each awardee which highlights the accomplishments and characteristics that impressed the committee. The committee chair will present this information at the Section Banquet.
10. At the end of the Banquet, the committee chair will give the names of the awardees who attended the Banquet to the Section Treasurer.
11. At the Meeting, the committee chair will remind the awardees that a request for travel reimbursement subject to Section guidelines must be submitted to the Section Treasurer no later than four weeks after the end of the Section Meeting. A postal address must be provided in the request.