



DEPARTMENT OF INDIANA
MEMORANDUM

TO: DISTRICT CHAIRMAN
FROM: BUTCH MILLER, DEPARTMENT PROGRAM DIRECTOR
SUBJECT: EDUCATOR OF THE YEAR (EOTY) AWARD
DATE: WEDNESDAY, JANUARY 16, 2019

Upon request, each District EOTY Chairman will receive a 2", 3-ring binder that is to be used to submit their respective District Winners applications to Department for final Department level judging. Each binder contains a copy of the rules and information regarding the award.

Each District EOTY Chairman is responsible for establishing and announcing the chosen deadline for District EOTY judging. The Districts are to submit their EOTY winners to Department on or before the Department deadline of June 3, 2019. It is important that as District Chairman, you establish your District deadline in conjunction with your District Commander. You must also establish a judging committee and transfer the District level winner's applications into the Department provided 3-ring binder.

NO DISTRICT APPLICATIONS CAN BE ACCEPTED IN ANY FORM OTHER THAN THE 3-RING BINDERS ISSUED BY DEPARTMENT HEADQUARTERS.

If at any time you have questions concerning the procedures relating to the Educator of the Year Award, please contact me at (317) 630-1391. We wish each of you much success and look forward to your entries in this year's program.

Thank you!



**The American Legion
Educator of the Year (EOTY) Award
Official Entry Form**



Application must be completed in English!

1. Name of Nominee: _____
 Address: _____
 City: _____ County: _____ Zip: _____
 Telephone: _____ - _____ - _____ Email: _____
 Recommended by: _____
 Post #: _____ District: _____ Grade Category: (K-6) _____ (7-8) _____ (9-12) _____
2. Age of Nominee: _____ How long engaged as an Educator? _____
 Present position, giving name of City, Town, and/or School _____

3. List of previous education experience _____

4. Submit a biographical sketch of Educator nominated, including education, family, church affiliation (if any), social organizations, or other data suitable for the construction of a speech necessary in the performance of presenting the winner's award. (Attach appended sheet)
5. What makes this candidate an outstanding educator? _____

6. Has this individual's superior been informed of this recommendation, YES _____ NO _____?
 If yes, does he/she concur with the recommendation? YES ___ NO ___?
7. If the answer to number 6 is "yes" please attach a letter of recommendation from this Superior.
8. Each Post winner shall have his/her entry data submitted to the District in a form of their own choosing. Each District winner shall have his/her submission prepared as out lined by the rules presented to each District Chairman. Post submissions should be documented by photos, certificates, news clippings, and other items relating to the nominee's career. Submissions should not exceed 25 pages in length to the District and shall not exceed 25 single pages to Department. Department will return all entries to the nominees.
9. Judging will be governed by the Rules approved by the District Chairmen and appended to this entry form.
10. Attach a small photo of the person nominated.

This recommendation was submitted by _____

Who is from Post # _____

The American Legion, Department of Indiana, located in the _____ District.

Post Commander Chairman

Post Adjutant

Post Children & Youth Chairman



*Educator of the Year
District Winner Certification*



To be completed by District Commander, Adjutant, and Children & Youth Chairman.

We the undersigned, certify that outlined on this form is the District _____
Winner of the Educator of the Year Award.

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

District Commander

Date

District Adjutant

Date

District Children & Youth Chairman

Date



*Educator of the Year
Department Winner*



This is to certify that _____ is the winner of The American Legion Department of Indiana Educator of the Year Award.

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

Department Chairman
Children & Youth Committee

Date

Attest:

Department Vice Chairman
Children & Youth Committee

Date

The American Legion



Educator of the Year Award

Section I	Professional Career	(0 to 18 Points)
Section II	Community Servicer	(0 to 15 Points)
Section III	Family	(1 to 10 Points)
Section IV	Letters of Recognition	(0 to 5 Points)
Section V	Newspapers Clippings	(0 to 2 Points.)



The American Legion Educator of the Year (EOTY) Post & District Award Rules



1. Each Post shall select a Children & Youth (C&Y) Chairman whose responsibility it will be to provide the District C&Y Chairman with a suitable and qualified nominee for the EOTY award in each of the three categories (grades K-6, 7-8, and 9-12).
2. The Department shall make an official entry form available online. This form will be the only method acceptable for a Post to certify the name and accompanying documentation to the District C&Y Chairman. **Once submitted, entry forms become the property of The American Legion and will not be returned to an applicants/contestants.**
3. Each District Commander shall appoint a C&Y Committee of not less than three or more than five members, to include the District C&Y Chairman, whose responsibility it shall be to judge all EOTY applications; and select one winner who shall represent the particular District in Department competition.
4. Each District C&Y Chairman shall set and announce/publicize his/her own deadline for determining the District winner. **District level EOTY winners MUST be certified to the Department Headquarters no later than June 3, 2019.**
5. Each District level EOTY winner, and a guest, will be offered one-nights lodging on Friday evening of the Department Convention period. They will also be invited to attend a special Department Convention Recognition Luncheon on Saturday of the Convention period.
6. During the Department Convention General Session on Saturday, the District level EOTY award winners will be recognized from the podium. Immediately following said recognition, the Department level EOTY winner shall be announced.
7. The Department level EOTY award winner shall be the lodging guest of the Department. The District winners' lodging will be the responsibility of each applicable District.
8. Nominees for the EOTY award must be living, active, full-time educators within the three established grade categories, within the State of Indiana.
9. No District or Department EOTY winner may be certified for EOTY consideration in successive years.
10. Membership in The American Legion shall not be a requirement or consideration in qualifying any nominee for the EOTY award at any level.
11. Nomination for the EOTY award, of any member who sits on the EOTY committee shall not jeopardize that member's position on this committee. The nominee/member shall enjoy the same privileges and responsibilities as all other members.
12. Entry forms provided by the Department shall be used as the sole instrument of certifying a nominee and shall not be used as a basis of accumulating points toward determining winners. Final judgment shall be made from the documented materials appearing on the pages in the album.

RULES FOR DETERMINING THE DEPARTMENT WINNERS
EDUCATOR OF THE YEAR (EOTY)

1. Scrapbooks complete with document protector pages and dividers will be provided to each District EOTY Chairman at the Mid-Winter Conference. Scrapbooks will be 2", three-ring binders, capable of holding 8 ½" x 11" documents.
2. Each book shall contain 14 document protector pages providing 25 sides for material to be judged and one document protector page for the candidate's entry form and one side for the rating index form. A photograph of the candidate must be submitted.
3. Divider tab pages are provided to separate the album into sections suitable for judging.
4. Each District EOTY Chairman shall be responsible for the assembly of the District EOTY winner's scrapbook. This may be accomplished by a method of the Chairman's own choice. Applications **MUST** be complete in English.
5. The deadline for each District Chairman to certify their District EOTY winner to the Department is Monday, June 3, 2019. **NO exceptions will be allowed. Submissions will NOT be accepted at the Department Close-of-Books event.**
6. Judging of the District level EOTY winners to determine the Department level winner will take place at the Department's Close-of-books event on Sunday, June 9, 2019. Judging shall be by a specially selected panel of not more than five (5) or less than three (3) persons, and if possible, shall include at least one person with a professional background in education.
7. Upon completion of the judging the EOTY Chairman representing the District from whom the Department level winner was chosen shall receive notice of such within 48 hours. Notice shall be made by the most cost effective and efficient manner available.
8. Department winners shall be declared on an accumulation of total points using the following rating system:

SECTION I	Professional Career	(0 to 18 Points)
SECTION II	Community Service	(0 to 15 Points)
SECTION III	Family	(0 to 10 Points)
SECTION IV	Letters of Recognition	(0 to 5 Points)
SECTION V	News Clippings	(0 to 2 Points)
9. It is the responsibility of the District Chairman to assure the presence of their winner at the Department Convention.
10. The Chairmen representing the Department winners shall be prepared to provide additional biographical data, if necessary, for a suitable presentation.

11. Each District Chairman shall commit their District to the certification of a District winner to the Department by the established deadline. This goal can be easily obtained by the District Chairman immediately contacting at least one selected Post within their District and collaborating with that Post to assure that at least one applicant per District will be realized. If the District EOTY Chairman believes the goal of a single certification cannot be accomplished within the District, then he/she should immediately contact their District Commander and submit their appointment resignation as the District EOTY Chairman.
12. It's great to be a District EOTY Chairman, but it's even greater to be a successful one by assuming the challenges and responsibilities attendant with that appointment. Yes, you were chosen as a Chairman because of your record, but with the expectation that you would perform successfully. Don't let your District Commander, and the Department, down.
13. District EOTY Chairman should not only give minimized reports at District meetings, but should make personal contacts with various post officials throughout their District thereby encouraging multi-post participation in this outstanding program.

Instructions for Children & Youth District Chairman

Educator of the Year (EOTY) Award

1. Your first duty as the District C&Y Chairman should be to review and become familiar with the 2018-2019 "Of the Year" (OTY) program dates document.
2. You should then contact **each** Post in your District and ask for a suitable candidate(s) for any of the (3) EOTY awards categories (grades: K-5, 6-8 & 9-12). Considering every District has a minimum of 20 Posts and each Post location will have at least 2 schools near to their locale there is **no** reason for a District not to have a minimum of (1) candidate for each category.
3. **Do not simply deliver the candidate packet to a school and ask them to do YOUR JOB! Be involved!**
4. Familiarize yourself with the Candidate Instructions so you know what you are asking of them.
5. Give each candidate an "Instructions" packet. If you have multiple candidates in any or all of the grade categories, additional packets may be produced locally or may be obtained from Department.
6. You will establish and announce the deadline by which each candidate should return their completed scrapbook to you, and the upon which they will be judged. When establishing your District deadline, remember that you must determine your District level winner and submit such to the Department no later than June 3, 2019. *Be sure to critique each scrapbook submitted to you. Where necessary and applicable, make suggestions to a candidate on how they might enhance their scrapbook in one or more of the judging elements.*
7. If you have multiple District level candidates in a single category, you must set up a District level committee consisting of a minimum of three (3) judges to determine the District winner in that particular category. District level winning scrapbooks must be physically received by the Department Program Director, no later than June 3, 2019.
8. **NOTE!** Postmarked date will NOT be considered as the date received. Also, scrapbook submissions will NOT be accepted at the Department Close-Of-Books (COB) event. Scrapbooks presented at COB will be ineligible for award consideration.
9. **NOTE! At the Department Spring Conference, you will pick up an Official three-ring binder for each award category that you will be submitting for judging.** You must place your District winner's scrapbook materials in the corresponding official three-ring binder, before submitting them to Department. **DISTRICT LEVEL WINNING SCRAPBOOK SUBMISSIONS WILL NOT BE ACCEPTED BY THE DEPARTMENT IN ANY FORM OTHER THAN THE THREE-RING BINDER ISSUED BY DEPARTMENT HEADQUARTERS.**
10. **YOU** should publicly thank each candidate for their efforts and encourage the non-winners to resubmit in the future. **YOU** should also invite your District winners to a District meeting, and recognize them for their achievement. **NOTE!** Remember that this is a very prestigious award that recognizes hard- working individuals for educating our youth, the future leaders of our Nation.
11. If you have any questions or concerns regarding these procedures please contact Department C&Y Committee Chairman Dave Sharber at (812) 431-1240 or wobegone@att.net. In the absence of the Committee Chairman, you may also contact Butch Miller, Department Program Director at (317) 630-1391 or bmiller@indianalegion.org.

EDUCATOR OF THE YEAR CANDIDATE INSTRUCTIONS

Congratulations for being selected by the American Legion Children and Youth Chairman as a candidate for this year's competition. Instructions to make up your scrapbook are fairly simple but must be followed exactly to be eligible for judging.

Inside this packet you will find 13 sheet protectors and 4 tabs for dividing your scrapbook into the following categories which will be judged and assigned points as follows:

1. **Professional Career:** 0-18 points
2. **Community Service:** 0-15 points
3. **Family:** 0-10 points
4. **Letters of Recognition:** 0-5 points
5. **Newspaper Clippings:** 0-2 points

The 13 sheet protectors should contain the following:

1. A one-page introduction biography which **must** include a photo.
2. The remaining 25 sides (2 sides per protector) are to be used for your presentation for points.
3. **DO NOT** include digital materials, additional hardcopy pages or sheet protectors, as this will disqualify your scrapbook.
4. **Application MUST be complete in English.**

After completion, you should return your submission to your American Legion sponsor by the established deadline. **Be sure you know what date that is!**

District level judging of K-5th, 6-8th and 7-12th grade Educators will take place first. The winners for each category at the District level will have their presentation placed in a District Winner Binder for presentation on the State level. You will be notified of the District level judging results. If you are chosen a District winner, you be invited to attend the American Legion State Convention in July, as a guest of the Department of Indiana. Your lodging will be provided at no cost, and you will be recognized during a special recognition luncheon. You and the other District winners will then be recognized during the General Session of the Convention. Immediately following, the Department (State) level winner in each grade category will be announced. The Department level winner for each grade category will be presented a handsome Plaque. In addition, a \$500.00 grant, given in the name of the applicable Department level winner, will be sent to each Department level winner's school.

Once again, Congratulations and Good Luck!