



*SKILLSUSA VERMONT*  
**ADVISOR OF THE YEAR**  
**NOMINATION INSTRUCTIONS**

**Nominator should submit to his/her State SkillsUSA Director:**

- 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.
- A *digital* color portrait (head and shoulders shot in SkillsUSA attire) of the nominee.  
*Portrait maybe submitted in digital format.*
- No additional materials will be accepted.

Submit the nomination materials to: Jane Donahue-Davis, SkillsUSA Vermont State Director

**Special Note: The procedure for the final selection of the SkillsUSA Vermont Advisor of the Year is as follows:**

1. A review committee will select a state winner. Attached rating form and evaluation rubric will be used in the selection process.
2. The recipient of the award will be brought up on stage for presentation of the said award during the annual spring conference.

**Criteria**

This award will be presented to secondary and/or postsecondary educators involved in technical, skilled, and service occupations, including health occupations courses, 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, postsecondary institutions, 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. A nominee may only be nominated once in a three year time cycle.

*SKILLSUSA VERMONT*  
**ADVISOR OF THE YEAR NOMINATION FORM**

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 \_\_\_\_\_

State Director E-mail address \_\_\_\_\_



*SKILLSUSA VERMONT*  
**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)

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Honors and/or recognitions:

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Professional Memberships: (include offices held)

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Civic, Fraternal Activities, etc.:

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

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*SKILLSUSA VERMONT*  
**ADVISOR OF THE YEAR RATING FORM**

Nominee evaluated: \_\_\_\_\_

Criteria	Possible points	Points Scored
Outstanding SkillsUSA contributions and Accomplishments	20	
Significant positions held	10	
Honors and/or recognitions	15	
Professional memberships (include office held)	10	
Civic, fraternal activities, etc.	15	
Other specialized SkillsUSA activities Such as community service, safe projects, or other	20	
Letter of Recommendation (Three letters, plus state director's letter)	10	
<b>Total points possible</b>	100	

Evaluated by: \_\_\_\_\_

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

*SKILLSUSA VERMONT*  
**ADVISOR OF THE YEAR EVALUATION SHEET**

Nominee evaluated \_\_\_\_\_

**Outstanding SkillsUSA contributions and accomplishments**

<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
Basic related, minimal		Wide range and ongoing involvement		Active leadership roles, involvement beyond local level, etc.

**Significant positions held (in educations or SkillsUSA)**

<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
Basic related, minimal		Wide range and ongoing involvement		Active leadership roles, involvement beyond local level, etc.

**Honors and/or Recognition**

<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
Number of awards		Range of awards community recognition		Many stand-out awards highest honors

**Professional Membership**

<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
Basic related, minimal		Wide range of activities, ongoing involvement		Active leadership roles, involvement beyond local level, etc.

**Civic, fraternal activities, etc.**

<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
1 or 2 activities involving limited time/effort		Expanded range of involvement valuable learning experiences		History of service; long-term personal career goals

**Other specialized SkillsUSA activity, such as community service, safety project or other**

<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
Basic related, minimal		Wide range of activities, ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Comments by evaluator: \_\_\_\_\_

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Evaluated by: \_\_\_\_\_

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