

The Civil Air Patrol Aerospace Education Teacher of the Year Award

- **Nomination Submission information for Wing DAEs and AEOs (found on page 2)**

Purpose: The CAP Aerospace Education Teacher of the Year Award is a national-level award established to recognize and reward any CAP member who is a certified K-12 teacher for outstanding accomplishments in aerospace/STEM education and for possessing those honorable attributes we expect from American teachers who are inspiring the next generation of aerospace-related STEM citizenry.

Award Elements:

- Free room and registration at the Civil Air Patrol's Annual Summer National Conference (date and location TBD each year)
- \$1000 cash award and commemorative plaque (to be presented at CAP's Annual Summer National Conference Awards Ceremony)

Nomination Qualifications and Guidelines:

- See expanded/more specific Qualifications on the CAP Educators Award Page [HERE](#).**
1. Any Aerospace Education Member (AEM) or Senior (uniformed) Member of CAP who is a certified K-12 teacher is eligible.
 2. Eligible teachers may nominate themselves or be nominated by someone else by submitting a complete package of the nomination form and up to 10 additional pages, as described below.
 3. Nominees will be judged at the state (CAP Wing) level after January 15 submissions, and, if selected, will progress to the CAP regional level by the February 15 deadline. If selected at the regional level, will end up at the CAP national level (by March 15 deadline) for final selection.
 4. The national winner will be selected and notified by the first week of May in order to make plans to attend the CAP Summer National Conference (date and location determined annually).
 5. State and Regional winners will be notified of their accomplishment by the CAP State (Wing) Director of AE and the Region Director of AE, as is appropriate.

Ten-page Maximum Nomination Package Requirements **to be added to the nomination form** (please title each section):

Section 1- Nominee Overview: (1 page max)

One-page overview describing why nominee deserves the award (**aligned with qualifications**).

Section 2- Supervisory Endorsement Letter: (1 page max)

One-page letter of endorsement by school principal or other educational leader.

Section 3- Support Letters: (2 pages max)

Two additional one-page letters from colleagues, students, parents, or others that demonstrate nominee's exemplary teaching performance in aerospace-related STEM education.

Section 4- Photograph Collage and Event Descriptions: (3 pages max)

Three-page photograph collage with descriptions of classroom activities, field trips, special events, etc. that depicts:

- creativity in developing and utilizing aerospace materials in the K-12 classroom to enhance the teaching of the core curriculum, especially focusing on STEM-related curriculum areas
- student involvement and classroom activities that improve the learning by the student through aerospace-related STEM education

Section 5- Optional Extra Documentation: (3 pages max)

Three extra pieces of documentation that enhance the nomination package. This may include media coverage of nominee's aerospace-related STEM events, special recognition received by nominee or nominee's students for aerospace-related STEM performance, etc.

*****NO extra pages allowed beyond the nomination form plus 10 additional documentation pages.**

Submission Procedures:

Not later than January 15, the teacher should send the completed package (nomination CAP Form 50-3 and allowed 10- page maximum documentation pages, as noted above) to the teacher's state (Wing) Director of AE. * CAP DAE listing [HERE](#). If the teacher is unfamiliar with the CAP structure, he/she can also send the nomination package to ae@capnhq.gov and CAP National HQ/AE will immediately forward this package to the appropriate Wing DAE for submission for consideration.

Nomination Submission Procedures for Wing DAEs or AEOs who are nominating a teacher or submitting a teacher's nomination package to be considered at the Wing level:

- **If the nominated teacher is an AEM**, the [paper CAP Form 120](#) should be used as the AEM cannot submit the online CAPF 120 since they are not affiliated with a squadron, which is required for online submission.
Only complete pertinent AEM info as follows:
 - #1 - Other- CAP Teacher of the Year
 - #2- Personal data with unit:NHQ-NHQ-004 and Wing: NHQ
 - #3- Same as #2
 - #4- 1 Jan- 31 Dec of previous year
 - #5- Enter the following statement: *“As per guidelines from CAP NHQ/AE, all pertinent information will be in the CAPF 50-3 and accompanying 10-page teacher award package.”*
 - #6- ONLY enter a 2-3 statement “overview” of why the teacher should be selected. This is for a quick glimpse view only. The rest of the justification will be included in the 10 pages of supplemental info to be submitted in the teacher nomination package.
 - Save the completed CAPF 120 and add to the CAPF 50-3 and maximum 10 pages of attachments all info ONE pdf document. (** See directions for combining files to submit as one pdf binder below.)
 - The combined package should be sent as one document to the Wing DAE (or Region DSC/AE, if there is no Wing DAE).
 - All signatures and dates should be completed as the nomination moves upward.
- **If the nominated teacher is a uniformed member of a squadron**, the nominating AEO or Wing DAE should complete the [online CAPF 120](#), Recommendation for Decoration, found in [eServices/Personnel/Award Recommendation](#). (If the wing is requesting and accepting online CAPF 120. If not, use the AEM directions above.)

The teacher's info should be inserted therein, as follows:

- 1- Select **Aerospace Education Teacher of the Year** in the drop-down box.
- 2- Enter teacher's CAP ID and the boxes should auto-fill.
- 3- Unit data: The teacher's CAP squadron unit will auto- fill.
- 4- The inclusive dates of act or achievement should be 1 January- 31 December of the previous year.
 - Historical award? DO NOT enter “yes.” Leave this blank.
- 5- Previous Awards- **Do not enter any previous awards.** **Enter the following:**
As per guidelines from CAP NHQ/AE, all pertinent information will be in the CAPF 50-3 and accompanying 10-page teacher award package.
- 6- **Justification- Enter a 2-3 statement “overview” of why the teacher should be selected. This is for a quick glimpse view only. The rest of the justification will be included in the 10 pages of supplemental info to be submitted.
- 7- **Attachments:** *This may be tricky for some, but it CAN be done....*
 - a. First, save CAPF 50-3 as a pdf.
 - b. Work on all 10 supplement pages as a Word document and save the entire document.
 - c. Then, transfer the 10 Word document pages to ONE pdf file. (See directions to transfer to a pdf file below.)
 - d. The pdfs can then be uploaded per the directions on CAPF 120 online, which says the following:
Attachments -- Upload up to 3 attachments. Only JPEG, PDF, MS Word (.jpg, .pdf, .doc) files can be uploaded. Size limit is 1 MB.

BEST SUGGESTION for the Online CAPF 120 Teacher of the Year Award submission:

- (1) **Only upload pdf files**—The Word documents will have the photos you are including embedded. Then, when you save as a pdf file, it will not use so much space to reach the size limit. (**Do not upload JPEG or MS Word documents.**)
- (2) If you can combine all pdf pages into one pdf file, you will not exceed the 3 attachment limit.
-If you have to keep CAPF 50-3 as one pdf and the combined 10 supplemental pages as one pdf, that is fine, as you still do not exceed the 3 attachment limit.

*** Directions for converting Word documents into pdf files and combining pdf files into one binder:

If you need to learn how to change a Word document to a pdf file, the following instructions may help you:

1- Save your Word document. Then, go back and click on "Save as an Adobe PDF."

OR

2- Choose File>> Export>> Create PDF. Click Publish.

3- Advanced:

Combining PDF Instructions- If you want to combine pdf pages, you will need to open one of your pdf files for the teacher packages and go to "Tools."

Then, go to "Combine Files."

Click on "Add Files."

Click on the first page you want (such as CAPF 50-3) and it should come up.

Then continue adding files until you have all the 10 supplemental pages in that ONE pdf "binder."

Save the "binder" with the title of your Teacher of the Year package- with teacher name and state (wing).

➤ The next section is the actual CAPF 50-3 National CAP Aerospace Teacher of the Year Nomination Form.

Civil Air Patrol National Aerospace Education Teacher of the Year

CAP Form 50-3 Nomination Form

Nominee (Last Name, First Name, Initial)		CAPID #	Cell Phone #
Home Address		City, State, Zip Code	
		E-mail Address	
Formal Education:			
College/University	Dates Attended	Degree	
Teaching Positions (list 3 most recent):			
1. Title:			
Name and Address of School		Grade Level/Discipline	
2. Title:			
Name and Address of School		Grade Level/Discipline	
3. Title:			
Name and Address of School		Grade Level/Discipline	
Honors and Awards Received by Nominee (list top 5):			
1.		Date of Honor/Award	
2.			
3.			
4.			
5.			
<p>Professional Organization Affiliations and Activities to Improve Educational Performance (Attach one additional sheet if necessary. This will not be counted as an additional page in the overall package, if noted as additional to CAP Form 50-3.)</p> 			
Nominated By (can be self nomination)		Title	
Nominator's Contact Information (If other than nominee):			
Cell Phone		E-mail Address	