

# The Civil Air Patrol Aerospace Education Teacher of the Year Award

## - Nomination Submission information for Teachers

**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](mailto:ae@capnhq.gov) and CAP National HQ/AE will immediately forward this package to the appropriate Wing DAE for submission for consideration.

# 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	
<b>Formal Education:</b>			
College/University		Dates Attended	Degree
<b>Teaching Positions (list 3 most recent):</b>			
<b>1. Title:</b>			
Name and Address of School		Grade Level/Discipline	
<b>2. Title:</b>			
Name and Address of School		Grade Level/Discipline	
<b>3. Title:</b>			
Name and Address of School		Grade Level/Discipline	
<b>Honors and Awards Received by Nominee (list top 5):</b>			<b>Date of Honor/Award</b>
1.			
2.			
3.			
4.			
5.			
<b>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.)</b>			
Nominated By (can be self nomination)		Title	
Nominator's Contact Information (If other than nominee):			
Cell Phone		E-mail Address	