

**American Legion Auxiliary
Educator of the Year
Guidelines**

1. All nominees for the American Legion Auxiliary "Educator of the Year" must be living, active, full time educators within the three established grade categories, and/or teachers of art, Music, Physical Education and Resource, within the state of Indiana.
2. Members in The American Legion Auxiliary or The American Legion shall not be a requirement or consideration in qualifying any nominees for this award.
3. Submissions shall be in a three-ring binder, 10" x 11 1/2".
4. Each binder shall contain 14 page protectors providing 28 sides for materials to be judged, plus one page protector for the candidate's entry form on one side and the rating index on the other side. A photograph of the candidate must also be submitted.
5. Numbered tab dividers are to be used to separate the binder into the five sections to be judged.
6. Winners shall be declared on an accumulation of total points using the following rating system:

Section A	Professional Career	0 to 20 points
Section B	Community Service	0 to 15 points
Section C	Family	0 to 5 points
Section D	Letters of Recognition	0 to 5 points
Section E	News Clippings	0 to 5 points
7. Deadline for certifying District winners to Department is May 1st of each year.
8. The chairman representing the District (s) from whom the Department winners are selected shall be notified by certified mail.
9. It is the responsibility of the District Chairman to assure the presence of their winner at Department Convention.
10. The District Chairman representing the Department winner shall be prepared to provide additional biographical data suitable for introduction of their candidate if requested.
11. No Department winner may be certified for consideration of Educator of the Year for successive years.
12. The nomination for this award of any member who sits on this committee shall not jeopardize that member's position on this committee. The nominee shall enjoy the same privileges and responsibilities as all other members.
13. Final judgment shall be made from the documenting materials appearing on the 28 pages in the binder submitted by each candidate.

