

**Instructions: Tab to get from one field to next,
and/or from one line to the next.**

**Kansas Family, Career, and Community Leaders of America
Administrator of the Year Award Nomination Form**

Revised Sept. 2013

This application must be mailed to the address below no later than **February 19th:**

Pam Lamb, FCCLA State Adviser Kansas State Department of Education 900 SW Jackson – Suite 653 Topeka, Kansas 66612-1182
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Please note that the Administrator of the Year award will be presented to one school administrator employed at a Kansas school with an FCCLA chapter. One individual will receive this award each year.

Nominee's Name: _____ School: _____
Position/Title of Nominee: _____
Person(s) Nominating: _____ District: _____
School Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Contact Email: _____

Please answer all of the following questions. For every question that merits a "yes" answer please complete the corresponding section of the application, justifying the answer of "yes." Questions that receive a "no" answer require no additional information. To be considered, the application must contain at least four "yes" answers.

1. Has the nominee supported FCCLA activities and projects? Yes: ___ No: ___
2. Has the nominee supported/encouraged FCCLA advisers? Yes: ___ No: ___
3. Has the nominee supported/encouraged individual students? Yes: ___ No: ___
4. Has the nominee supported/influenced FCCLA membership? Yes: ___ No: ___
5. Has the nominee promoted FCCLA in the community? Yes: ___ No: ___
6. Has the nominee supported career and technical education? Yes: ___ No: ___

Please note the following:

- Attach one letter of recommendation as to why the nominee should receive this honor. These letters may be from an adviser, chapter officer, chapter member, district adviser, school administrator, community member, et cetera.
- This application is judged based upon quality, not quantity.
- **DO NOT ALTER THE FORMAT OF THIS APPLICATION, AND PLEASE TYPE EVERYTHING IN AN ARIAL 12-POINT FONT.**

1. Please discuss the nominee's support of FCCLA activities and projects

2. Please discuss the nominee's support of FCCLA advisers

3. Please discuss the nominee's support of individual students

4. Please discuss the nominee's encouragement of FCCLA membership

5. Please discuss the nominee's promotion of FCCLA in the community

6. Please discuss the nominee's support of career and technical education

Kansas Family, Career, and Community Leaders of America
Administrator of the Year Award Scorecard

Please note that this scorecard should be mailed in with the completed application, but that it should not be altered or filled out in any way prior to it being mailed out. This scorecard is for evaluation committee use only! In addition, please note that this scorecard will be returned in its completed form to the address included on the first page of the application after the application has been evaluated, regardless of the nominee's status in rank or receipt of the award. Finally, please note that the grading scale used on this application will be one in which a "10" is the highest rank possible for any completed section of the application, a "1" the lowest, and all sections left incomplete will receive a ranking of "N/A."

