



2006 Distinguished Service Awards

January 9, 2006

Dear Colleague:

With the growing demands placed on adult educators and providers of services to adults, it is important to recognize and honor those individuals, or teams of individuals, who provide exceptional quality service above and beyond what may be expected or reimbursed, and who truly make a difference in the lives of the adult learner.

The Office of Adult Education and Spanish-Speaking Affairs in the Bureau of Career Education Programs is proud to accept nominations for the 2006 Distinguished Service Awards. These prestigious awards will recognize the exemplary contributions of an administrator, teacher, support staff member, literacy council volunteer, partnership, program or advocate of Adult, Community or Literacy Education in Michigan. The awards will be presented during the first annual 2006 Michigan Adult Education and Training Conference, March 20–23, 2006, at the Radisson Plaza Hotel at Kalamazoo Center. The conference theme is “Reaching Out; Changing Lives”.

Enclosed is the award nomination cover sheet and application. These documents are also available to download at www.mccte.msu.edu, the Michigan Center for Career and Technical Education website. Completed nomination forms and 3 x 5” photo must be submitted and postmarked no later than Monday, February 20, 2006. Late submissions will not be considered or reviewed. Winners will be notified by March 1, 2006 and must be present at the conference to accept the award.

If you have questions or need more information, please contact Ms. Linda Colagross, at (517) 373-8800 or email ColagrossL1@michigan.gov. Our conference committee looks forward to receiving nominations to recognize that incredible person or program that is reaching out and changing lives.

Sincerely,

Deb LaPine, Director
Bureau of Career Education Programs
Department of Labor & Economic Growth



Michigan Adult Education & Training Conference 2006 Distinguished Service Awards

Nomination Cover Sheet

Due Date: February 20, 2006

(Please TYPE or PRINT clearly.)

This is your opportunity to recognize the very best in our field. We appreciate your nomination of an individual, program, partnership that has made a significant contribution to Adult, Community or Literacy Education in the state of Michigan.

Check only one category per nomination form:

- Administrator of the Year (1 Award)** Recognition of significant leadership and administrative ability in the field of Adult, Community or Literacy Education.
- Teacher of the Year (1 Award)** Recognition of an outstanding teacher in Adult, Community or Literacy Education.
- Tutor of the Year (1 Award)** Recognition of outstanding service by a literacy volunteer.
- Best Practice/Best Curriculum (1 Award)** Recognition of a community and/or school district which has an effective Adult Education plan and/or model which exemplifies the "best" in Adult, Community or Literacy Education services.
- Support Staff Member (1 Award)** Recognition of outstanding service by a support staff member in Adult, Community or Literacy Education. (Only one award will be presented in this category.)
Please check one category:
 - Counselor
 - Secretary
 - Aide
 - Paraprofessional
 - Other: _____
- Partnership (5 Awards)** Recognition of programs that have built exceptional partnerships with businesses, communities, state agencies, media, and community service organizations.
- Lifetime Achievement Award (10 Awards)** Recognition of individuals who have dedicated 10 years or more in valued service to Adult, Community or Literacy Education.
- Advocate for Adult Education (1 Award):** For meritorious contribution to the process of Adult, Community or Literacy Education by those not presently employed in Adult, Community or Literacy Education. Please check one category:
 - Supporter
 - Board Member
 - Judge
 - Superintendent
 - Elected Official
 - Other: _____



**Michigan Adult Education & Training Conference
2006 Distinguished Service Awards**

Application Form

**Nominee:
(Individual/Program/Organization):**

Nominee's Name: _____

Address: _____

Phone (Home) _____ (Work) _____

Title/Position: _____

Local Newspaper: _____

Nominated By:

Name: _____

Program/District: _____

Mailing Address: _____

Phone: _____ E-mail Address: _____

**Please include appropriate documentation for each nomination.
This should be presented in narrative form.**

- Description of the school, program or partnership, its history, and impact or description of nominee's position.
- Specific contributions of individual nominee or school program component to Adult Education.
- Two letters of support for the nominee.
- One 3 x 5" photograph of nominee.

**Nomination cover sheet (required) and application may be downloaded at
www.mccte.msu.edu.**

Please send ONE ORIGINAL AND THREE COPIES of each nomination to:

**Linda Colagross
Office of Adult Education and Spanish-Speaking Affairs
Michigan Department of Labor & Economic Growth
201 N. Washington Square, 3rd Floor, Lansing, MI 48913**

DEADLINE:

Nomination forms must be postmarked no later than

February 20, 2006

Winners will be notified by March 1, 2006