



## Michigan Teacher of the Year Guidelines for Regional Coordinators

1. The MTOY Regional Coordinator (coordinator) may choose to publicize the Teacher of the Year regional efforts by:
  - a. Issuing a news release encouraging nominations.
  - b. Sending an e-mail to education leaders in the region asking for nominations.
  - c. Calling ISD/LEA/PSA leadership to request nominations.
  - d. Contacting education association members, PTA members, and local school PR staff to encourage positive public relations on the timelines.
  
2. The coordinator receives the MTOY applications by the due date noted in the state time line provided by the Michigan Department of Education. (See [www.michigan.gov/mtoy](http://www.michigan.gov/mtoy))
  
3. The coordinator reviews each application for completeness. If key segments are missing, the application should be disqualified from further consideration. Key elements include:
  - ✓ the signature of the applicant's principal
  - ✓ the signature of the applicant's superintendent
  - ✓ no more than the maximum number of pages per section as noted in the directions
  - ✓ font size no smaller than 10 point
  - ✓ section I, pages 1 and 2, submitted on the form provided
  - ✓ sections II-IX must be numbered
  - ✓ sections II-IX must have the appropriate heading and question at the beginning of the section
  - ✓ clean, clear original
  - ✓ ten (10) photocopies using staples or paperclips (no folders, notebooks or report covers)
  - ✓ one 5" x 7" color, glossy head shot photograph

4. If more than three applications are received, the coordinator convenes a review panel. The panel rates the applications. If the regional coordinator receives only three applications, the coordinator should review each application for completeness. The coordinator should then forward to the Department of Education only those applications that meet the minimum criteria.
5. The coordinator forwards the top three applications along with ten (10) copies of each to the MDE.
6. The coordinator may choose to:
  - a. Issue a news release announcing the regional finalists.
  - b. Send a letter to all regional applicants, with a copy to the appropriate superintendents, announcing the regional finalists. (See attached sample.)
  - c. Plan a regional recognition event.

**SAMPLE LETTER REGIONAL COORDINATOR MAY CHOOSE TO  
SEND TO ALL REGIONAL MTOY APPLICANTS**

(date)

(name and address of applicant)

Dear (name of applicant):

Thank you for submitting your application for the 20xx – 20xx Michigan Teacher of the Year Award! We received applications from (#) outstanding teachers this year.

The regional selection team has chosen and forwarded the top three applications to the Michigan Department of Education. They are:

(name, school, school district)

(name, school, school district)

(name, school, school district)

Congratulations to \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_! We wish you well in the state-level selection process. The Michigan Teacher of the Year Awardee will be announced in late spring.

Thanks to all who applied for this award! We appreciate your many contributions to education and to Michigan students and your willingness to serve in the role at Michigan Teacher of the Year.

Sincerely,

(Coordinator's Name)  
MTOY Regional Coordinator

cc: District Superintendent