

# PMEA—District: Citation of Excellence Information

## *2009-2010 High School Level\**

### **Purpose is to:**

- Recognize PMEA members
- Highlight curricula and excellent programs for other music teachers
- Bring special recognition to PMEA music teachers
- Recognize and reward excellence in music education

### **Guidelines:**

During the 2009-2010 school year a High School teacher will be recognized. Twelve teachers, one from each district, will be cited with pictures and other appropriate information. They will be honored guests at the Annual Luncheon during the in-service conference. Each district president has the responsibility to institute the citation within the guidelines.

### **Qualifications:**

1. Program should be of a high quality and reach students through an excellent approach.
2. Program should serve as an exemplary example of music education in action.
3. Nominee must be a current PMEA member.
4. Nominee must have five years of experience in music education.

### **Nomination Procedure:**

(Assumption: the PMEA member making the nomination receives the permission of the nominee.) 1. Letters, addressing the five “criteria,” describing how the nominee qualifies, must be received from any PMEA member other than the nominee and from an administrator within the school or district of the nominee. 2. Nominee’s valid MENC identification must be provided (the MENC number is on the card.)

### **Selection Procedures:**

1. Using the form and the criteria for the letters of recommendation (found on the next page), the recommendations must be sent to the respective District President by December 1, 2009. (Addresses are found on the calendar in this issue or at the PMEA website <http://www.pmea.net>)
2. Each district president, together with the district C/I chair and/or committee, selects one person from each district.
3. The district president or his/her designee calls or visits the selected winner by December 15 to congratulate the music teacher and to make arrangements to take approximately five photographs. The appropriate administrator should be informed and actual photographs should include “action” pictures of the teacher working with students.
4. Photographs, the letters of recommendation and all descriptive material should be received by the *PMEA News* Editor prior to January 11, 2010.

\*Nomination Deadline: December 1, 2009. Form is on the next page.

# PMEA—District: Citation of Excellence Nomination Form— High School Level

District # \_\_\_\_\_

## Please Print or Type

Exact name \_\_\_\_\_ PME A ID#: required \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

School District \_\_\_\_\_ Building(s) \_\_\_\_\_ Level \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

PMEA Recommender: Name \_\_\_\_\_ PME A ID#: required \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

District \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ School Phone \_\_\_\_\_

I have verified that the nominee has a minimum of five years experience in music education: \_\_\_\_\_

### Administrator Recommender:

Name \_\_\_\_\_ Position \_\_\_\_\_

School District \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Signature PME A Recommender \_\_\_\_\_

Date \_\_\_\_\_ Signature Administrator \_\_\_\_\_

This form and the following information must be provided by (1) any PME A member and (2) an administrator from the school system. Other recommenders who can attest to additional qualifications may be submitted. The quality or recommendation is important. BE SPECIFIC!

### PMEA member AND the administrator must cite each of the following criteria:

#### 1. Schedule:

Provide a schedule or give a brief description of the teaching schedules/classes of the nominee.

#### 2. Specific teaching skills:

Describe the exact teaching/learning skills which the nominee uses in his/her program.

#### 3. Number of years of description of the nominee association:

How long have you observed the program and in what ways have you observed and recognized the nominee's program?

**4. Unique qualities:**

Be specific! Itemize, list AND describe the features or unique aspects of the program.

**5. Materials:**

List materials or techniques the nominee uses to provide such a high quality music program.

This completed form including answers to the five criteria must be sent to the respective district president by December 1. The address of each president is found in the officers section of the PMEA website: [www.pmea.net](http://www.pmea.net).