



**STATE OF TENNESSEE
DEPARTMENT OF EDUCATION**
EAST TENNESSEE FIELD SERVICE CENTER
2761 Island Home Boulevard
Knoxville, TN 37920
(865) 594-6044

MEMORANDUM

TO: SkillsUSA
FROM: Carol Myers, Director, SkillsUSA
DATE: September 1, 2009
SUBJECT: SkillsUSA Advisor of the Year Information/Materials

Attached is an application for Advisor of the Year (2010) to begin the process of selecting the SkillsUSA "State Advisor of the Year" for 2010.

Nominator special Instructions

Nominator should submit a maximum of three letters of support or recommendation for nominee to Carol Myers. More than three letters will disqualify the nominee. (Please attach these letters to the application --No other materials will be accepted.)

This original nomination form and letters of support along with three (3) copies must be received by December 11, 2009.

Send all forms and letters in one packet to:

**Carol Myers, Director
SkillsUSA
2761 Island Home Blvd.
Knoxville TN 37920**

Tennessee SkillsUSA Advisor of the Year

Attached you will find all the materials and directions necessary to begin the process of selecting the Tennessee SkillsUSA Advisor of the Year.

- Step 1: Copy and distribute the enclosed application as necessary throughout your school and select your Tennessee SkillsUSA Advisor of the Year nomination. (Secondary)
- Step 2. Send the name and paperwork of your Tennessee SkillsUSA Advisor of the Year to Carol Myers.
- Step 3: All nominations received by Carol Myers by the due date will be recognized at the Tennessee SkillsUSA Leadership Conference in April in Chattanooga. The winners will be announced at that time.
- Step 4: The secondary winners of the Tennessee SkillsUSA Advisor of the Year will become the following year's nomination for the National SkillsUSA Advisor of the year.

NOMINATION FORM

TENNESSEE SkillsUSA ADVISOR OF THE YEAR

Name of Nominee: _____

Home Address: _____

School and Address: _____

Home Telephone: () _____

Office Telephone: () _____

Number of Years as Tennessee SkillsUSA Advisor: _____

Nominator's Name: _____

Nominator's Title: _____

Nominator's Address: _____

Home Telephone: () _____

Office Telephone: () _____

Significant Positions Held: (in education or SkillsUSA)

Honors and/or Recognitions:

Professional Memberships: (include offices held)

Civic, Fraternal, Activities, etc.

Other Specialized SkillsUSA Activities, such as community service, safety projects, or any other activity above and beyond the call of duty:
