

The Freida J. Riley Achievement Award for West Virginia Teacher of the Year

Presented by The Prodigy Foundation in honor of Teacher, Freida J. Riley

2016 Nominee Application Information

Deadline is December 15, 2016

— OFFICIAL RULES FOR NOMINEES —

The Freida J. Riley Achievement Award for West Virginia Teacher of the Year is sponsored by The Prodigy Foundation and is for West Virginia teachers only.

• PURPOSE •

The purpose of this award is to recognize a West Virginia educator who has overcome challenging obstacles in their career and has had a positive impact on his / her students. The award includes a cash prize and recognition at an awards luncheon. It is provided by The Prodigy Foundation President, Roy Lee Cooke.

• QUALIFICATIONS TO APPLY •

Applicant must be a certified classroom teacher (*PreK - 12*) who is currently teaching full-time in a West Virginia public or private school and is a resident of West Virginia.

Applicant must base their application on one or more of the following:

- Applicant has overcome obstacles in their life to pursue a career in education; and / or
- Applicant is working with at risk students, students of poverty, or at a school with limited resources.
- Applicant can be nominated by a colleague, an administrator, a parent, or a student.
- Applicant must submit two (2) letters of support, in addition to the nomination letter.
These letters must be from a colleague, an administrator, a parent, or a student.

• APPLICATION PROCESS •

The following items are required to be considered for the award. **If any items are missing, the applicant will not be considered.** Please do not submit any additional materials that have not been requested. You must submit the following for consideration:

- Applicant Information Form
- Nomination Letter
- Biographical or Autobiographical Information
- Letters of Support (2 - 4)

• DEADLINE •

The deadline to apply is December 15, 2016. All packets must be received or be postmarked by this date; Sorry, but no exceptions can be permitted. No faxes will be accepted for any part of the application. Please submit the application in an 8 ½ " x 11" packet; do not fold or staple the contents.

This application must be submitted by December 15, 2016 to

Roy Lee Cooke, President • The Prodigy Foundation • PO Box 7600 • Charleston, WV • 25356

• SELECTION PROCESS •

A committee including teachers, administrators, and business partners will review the applications.

The winner will be chosen based on the application materials and criteria for the award. No application will be disqualified based on age, gender, race, or religion.

If any part of the application is not included in the packet and postmarked by the deadline, the application cannot be considered.

— DETAILS OF THE NOMINEE APPLICATION —

• Application Information Form •

Must be completed and signed by the applicant.

• Nomination Letter •

The nomination letter should be no longer than 4 pages, typed, and double-spaced. It needs to describe why you feel that this teacher is deserving of this award. Please describe how the applicant has met the following criteria:

- Name of person nominating the Teacher
- Title or Position
- Address
- Phone Number (*work / home*)
- Email address
- Relationship to the Teacher being nominated
- Date of Nomination
- Name of Teacher being nominated
- Applicant has overcome obstacles in their life to pursue a career in education (*and / or*) Applicant is working with at risk students, students of poverty, or at a school with limited resources.

• Biographical or Autobiographical Information •

The applicant needs to provide in narrative form biographical or autobiographical information. It needs to be typed in a standard, non-script font 12-14 points, double spaced, and should not be longer than 5 pages.

• Letters of Support •

Each applicant must submit 2-4 letters of support. The letters should not exceed more than two pages, and should be double-spaced.

— Previous applicants are encouraged to reapply. —

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2016 Nominee Application Form

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• Personal Information •

Name (*Last / First / Middle*)

Home Address

Fax

City

State

Zip

Home Phone

Email

• School Data •

Name of School

School Address

Fax

City

State

Zip

County

School Phone

School Enrollment

School Type (*Public / Private*)

Years in Present County

Total Years Teaching

Grades Taught

Subjects Taught

• Previous Teaching Experience •

Dates

County / District

City / State / Zip

Position

1.

2.

3.
