

Teacher of the Year (TOY) Guidelines

How does CEA select our Teachers of the Year?

All TOYS must be CEA members for one year immediately prior to nomination. The individual selected must spend at least 51 percent of his or her work time in classroom instruction.

The individual selected must have taught in correctional facilities for a minimum of two years.

Each region selects its own TOY. Questions about the nomination and selection process should be directed to the Regional Director or Regional Toy Chair.

I am the Regional Director. What am I supposed to do?

Either you or a designated regional person such as the TOY Chair should:

1. Ensure your region selects a TOY to represent the region at the annual conference before June 1st.
2. Provide financial assistance to send the TOY to the annual conference.
3. Each region should provide guidance to the selected TOY about:
 - Payment and travel arrangements to the annual conference
 - Guidelines for the information to be sent to the Executive Office for publication in the TOY booklet
4. Either the Regional Director or the Treasurer should send in a completed registration form for the TOY, including either payment of the registration fee or instructions with name and address of where the Executive Office can send an invoice for the registration fee.
5. Ensure the region submits TOY information to the Executive Office and National Secretary by June 1st.

What kind of information does CEA need?

1. Biography about the TOY:
 - About 350 words
 - Written in third person
 - Focus on the professional accomplishments and philosophies of the TOY. Include things like training and background, how long they have been teaching and working in correctional education, what subject area the TOY covers, etc.
 - Please include the name of the facility with city and state
 - Type of facility (jail, state prison, community corrections, etc.)
 - Type of students (adults, juveniles, men or women)
 - Please do NOT include personal information about the person
 - Biography needs to be emailed in MS WORD to the Executive Office and CEA National Secretary
2. JPEG color portrait of the TOY :
 - Head and shoulder shot on a neutral background in contrasting color from

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person's clothing. Electronic JPEG file needs to be sent to National Secretary for use in CEA TOY flyer and program.

How is the TOY information used?

1. Primary function is the booklet is given to attendees at the annual conference so that members can be informed.
2. Press releases may be done by CEA to the TOY's local area so communities can recognize the contributions of these incredible professionals.
3. Published in CEA's Annual Report.

What is the deadline for submitting the information?

June 1st is the deadline.

Where should I send the information?

CEA Executive Office

Attn: Kiara Bell

P.O. Box 3430

Laurel, MD 20709

443-459-3080

Electronic information should be emailed to kwilson@ceanational.org .

And

Susan Nell

CEA National Secretary/Awards Committee Chair

OSU/CETE

1900 Kenny Road, Room 1069

Columbus, Ohio 43210

Electronic information should be emailed to nell.5@osu.edu.