



NAAE Outstanding Postsecondary Agriculture Program Award Application

Purposes and Eligibility for the Award Program

NAAE places high value on continuing education in agriculture. The Outstanding Postsecondary Agriculture Program Award recognizes exemplary postsecondary institutions and full-time young farmer and adult aged pro-grams. Qualifying young farmer and/or adult aged program staff must devote at least 50 percent of their teaching time to this level of instruction. Previous regional winners may reapply for this award every five years if they choose (that is, programs that won the regional award in 2021 may reapply in 2026).

Awards and Recognition

Each state winner will receive a certificate at the annual meeting of the state agricultural education association. NAAE will recognize six national winners, one from each region. All state winners will compete within their respective NAAE region for the regional award. Each regional winner will receive: (1) one round trip, coach airfare to the NAAE convention from the commercial airport nearest the winner's home or round trip mileage reimbursed at the current NAAE mileage rate not to exceed the dollar amount of one round trip airfare; (2) lodging for four nights at the convention; (3) an engraved plaque; and (4) complimentary registration for the winner (one per program). Spouses/guests/co-teachers are welcome to attend the convention with the award winner; however, travel costs and registration will not be paid by NAAE.

***Please note:** this is a program award and the award and recognition is for the program not a specific teacher in the program. If the current applicant is not teaching at the program at the time of the award recognition, then the award portion (1, 2, and 4) will go to another current ag teacher at the program. This teacher must meet the NAAE Award applicant eligibility as well or the award portion (1, 2, and 4) will be relinquished back to NAAE.

**The deadline for submitting state winning applications to the national NAAE office
is May 15, 2024.**

NAAE is an equal opportunity organization. NAAE will not discriminate against any individual based on race, creed, color, religion, sex, national origin, ancestry, age, physical or mental handicap, or veteran status.

Award Application Instructions:

Eligibility: All active NAAE members, except current members of the NAAE board of directors, are eligible to enter. All full-time instructors within the applicant institution, or of the department within the applicant institution, must have been members of NAAE for the three (3) previous years or continuously since they began teaching. Qualifying young farmer and/or adult ag ed program staff must devote at least 50 percent of their teaching time to this level of instruction. Previous regional winners may reapply for this award every five years if they choose (that is, programs that won the regional award in 2023 may reapply in 2028).

Required Components of the Application:

1. **Online Application** – the first portion of the application must be the completed online. No other cover pages should be included. (The cover sheet is not considered a part of the page limitations.)

All items listed below should be saved as electronic files and uploaded to the online application form. Printed copies of the items below will not be accepted. Supported file types include .pdf, .doc, .txt, .jpg, .png, .gif, .tif, or .bmp.

2. **Narrative** – the narrative is limited to eight 8 1/2" x 11" pages. The narrative must be typewritten and uploaded to the online application form. Use a font no smaller than 12 points. Multiple text formats are acceptable, including paragraphs, lists, and tables. *If a multiple teacher program, please include examples from all teachers within the program throughout the application.* The narrative must follow the outline specified as follows:

a. Overview – brief description of your agricultural education department/program and the postsecondary community in which your program exists. Include a comparison of the demographics of your department to the demographics of your college/university. Young farmers' and adult ag ed programs may provide a comparison of the community in which they exist. (10%)

b. Program Mission – brief reflective statement (not to exceed one page) of your program's or department's mission and goals. (10%)

c. Overview of Program Curriculum– examples of effective classroom and laboratory instruction including description of classes offered, teaching methods used, how courses are aligned to standards, etc. (15%)

d. Experiential Learning – examples of your program's/department's accomplishments in getting students involved in work-based learning such as cooperative education, internships, and other career-focused learning experiences.(15%)

e. Leadership Development – examples of your program's/department's successes in developing leadership skills of students within the program/department. Program's participation in student organization activities, such as collegiate FFA, Sigma Alpha, PAS, NYFEA, Ag Ed specific organizations and other student organizations may also be included. (15%)

f. Partnerships – examples of your program's/department's relationships with partners such as volunteers, school and community leaders, industry leaders, and others who have the capacity to support your agricultural education program or department. (10%)

g. Marketing – examples of how your program/department markets (or promotes) to groups such as prospective students, parents, administrators, and community leaders. (10%)

h. Professional Growth – examples of how the teachers/professors in your program/department stay professionally prepared and up to date including information regarding your participation in

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professional organizations such as NAAE and programs sponsored by NAAE including Communities of Practice. (15%)

3. **Letter of Reference** – one letter of reference should be uploaded to the online application form. The letter of reference should be from the program's/department's direct supervisor (principal, Career Tech Director, Department Chair, etc.). The letter of reference is not considered in the page limitations.
4. **Supporting Materials** – the supporting materials are limited to eight 8 1/2" x 11" pages and saved in a format that can be uploaded to the online application. Supporting materials (such as photographs with captions, news articles, and other items) must be formatted to 8 1/2" x 11". Evaluation of supporting materials will be included with the evaluation of the components of the narrative (2.a.-2.h. above)
5. **Application Signature Sheet** – the application signature page must be signed by the requested individuals and uploaded to the online application form. The application signature page can be found on page 4 of this document.
6. **Professional Photo or Headshot** – A high resolution photo in .gif, .jpeg, .png, .bmp, .jpg, or .tif form must be uploaded as part of the online submission of your application. If you are a multiple teacher department then please upload a group photo of your program.

Requested Components of Application:

1. **Photos Showing Instruction, Experiential learning, Student Organizations, Partnerships, and Marketing** – High resolution photos in .jpeg, .png, .bmp, .jpg, or .tif form can be uploaded as part of the online submission of your application.

State-level Competition

When and Where to Submit: Entries must be submitted to the state association by the deadline established by the state association.

Evaluation Procedures: Each respective state association will determine the selection process for state winners.

National-level Competition

What to Submit: All required components of the application must be submitted online by May 15. No printed or emailed applications will be accepted.

When and Where to Submit: The online application and instructions can be found at <http://www.naae.org/resources/awards/index.cfm#opap>.

State presidents will authenticate state winners using the NAAE State Winners' Validation Form provided by NAAE. All state winners must be validated by May 15.

Evaluation Procedures: The evaluation of applications will be completed electronically. Applications will be judged by NAAE regions on a rotational calendar. A committee appointed by NAAE will select regional winners.

NOTE: Regional winners must agree to attend and participate in the **entire** NAAE convention.

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NAAE Award Application Signature Page

Please read below and provide the appropriate signatures. You must submit this electronically to the NAAE Office as part of your application.

***Create an uploadable version by scanning the document after securing appropriate signatures. PDF format is preferred.*

Photograph License & Publicity Release

By submitting and signing this application, the applicant hereby agrees to the following terms and conditions regarding any photographs submitted to NAAE as supporting materials for such application.

License – By submitting any photographs to NAAE with this application, applicant hereby grants to NAAE a fully paid, perpetual, irrevocable, royalty free, world-wide non-exclusive license to display, dis-tribute, sublicense, reproduce, modify, adapt, and publish such photographs on NAAE’s website and in any other materials used to promote NAAE.

Consent & Authorization – Applicant hereby irrevocably consents and authorizes NAAE, and its successors and assigns, to use any photographs submitted with this application for the purpose of promoting NAAE. Applicant further hereby releases NAAE, and its officers, directors, agents, members, employees, successors, and assigns, from all claims for damages for libel, infringement of the right of publicity, invasion of privacy, portrayal in a false light, or any other claim based on the use of any photographs submitted with this application.

Representations & Warranties – Applicant hereby represents and warrants that he/she has the power and authority to grant the rights licensed to NAAE in this application and that the use, copying, distributing, displaying, reproducing, modifying, adapting, and sublicensing of any photographs submitted with this application does not result in the infringement of any copyright, trademark, patent, or other intellectual property right of another. Applicant further represents and warrants that he/she has obtained the consent and authorization for the use of any photographs submitted with this application from all persons shown in such photographs or from the guardian of any persons under the age of eighteen (18) shown in such photographs.

Indemnification – Applicant hereby indemnifies and holds harmless NAAE, and its officers, directors, agents, members, employees, successors and assigns from any loss, liability, claim or demand, including reasonable attorney’s fees, made by any third party due to or in any way relating to the use of any photographs submitted with this application or any breach of any of the representations and warranties contained in this application.

If named as the regional winner, a current ag teacher from this program will attend the NAAE Convention. Also, by signing this I agree to the Photograph License & Publicity Release above.

Signed:

Applicant’s Signature

Date

If this program is selected as the regional winner, a current ag teacher from this program will be permitted to attend the NAAE convention.

School (including signature and title)

Date