



Michigan Association
of Community and
Adult Education

2009 MACAE Awards Program

Dear Community Educator,

I am asking you to stop for a couple of minutes and consider whom in your area or organization might be worthy of recognition. Too many of us work away with the sole purpose of creating opportunities for the spotlight to be shown on other people. The MACAE Annual Awards program at Fall Conference October 21-23, 2009 is a chance to turn that light on members of our own field.

We have simplified the process as much as possible to make it easy and not too time-consuming. All that we are asking is for you to complete the attached form and also a letter of support for the person or the program you feel deserves to be considered for recognition by MACAE. In your letter, please provide statements of support covering as many of the following criteria as you see appropriate:

Administrator	Program
<ul style="list-style-type: none">• Active involvement in MACAE through Focus Groups and/or committees• Encourages community involvement & cooperation• Contributions to local, state, regional and national organizations• Interagency cooperation and collaboration• Professional/leadership qualities• Promotion & support of community/adult education• Innovative programming, creativity, and resourcefulness• Special/unique characteristics• Promotes staff development	<ul style="list-style-type: none">• Active involvement in supporting MACAE• Extent to which Community Education supports the K-12 programs• Community involvement & innovative partnerships• Effective use of resources – financial, facilities, expertise, talent, and volunteers• Promotion & support of community/adult education• Special/unique characteristics• Utilizes community resources/buildings for expanding programs• Innovative programming, creativity, and resourcefulness

Do not be concerned with extensive detail. We will follow up with those nominated to verify and obtain information to allow a final selection. Please use the form included with this letter as the cover for each nomination submitted.

In addition to the MACAE Awards Program at the Fall Conference, MACAE will attempt to schedule a formal presentation of the recognized program and director at their local school board meeting or other local public forum so the award recipients can be recognized outside our field. A member of the MACAE Board and/or the Executive Director may make this presentation, as scheduling allows.

Please help those deserving of recognition by completing the attached.

Thank you

Katie Wolf
Executive Director
517-706-5024

MACAE 2009 AWARDS NOMINATION FORM

Program of the Year

(May be a School District or Consortium of Districts)

This is your opportunity to honor the very best in our field. Please take a moment to recognize the individual and/or program for the contributions they have made. The presentations of awards will be made at the MACAE Fall Conference, October 21-23, 2009, Crystal Mountain Resort, Thompsonville, Michigan.

Nominee: Name of School District or Consortium

Contact Person:

Position/Role:

Address:

City:

Zip:

Daytime Phone:

Email address:

Brief Paragraph Describing Reason for Nomination

(An edited version of this paragraph may be used to publicize the award recipient in the Conference Program, on MACAE's website, and/or through a press release)

MACAE Member Submitting Nomination

Name:

Address:

City/Zip Code:

Daytime Phone:

Home/Cell Phone:

Email address:

IMPORTANT: Please attach the letter of support for **Program** with this letter and on letterhead (if possible).

Please complete all information as completely as possible. Mail or email the nomination form to Katie Wolf, 4000 N. Okemos Road, Okemos, Michigan 48864 (macae@macae.org)

DEADLINE: May 26, 2009

MACAE 2009 AWARDS NOMINATION FORM

Administrator of the Year

This is your opportunity to honor the very best in our field. Please take a moment to recognize the individual and/or program for the contributions they have made. The presentations of awards will be made at the MACAE Fall Conference, October 21-23, 2008, Crystal Mountain Resort, Thompsonville, Michigan.

Nominee: Name of Administrator

Contact Person:

Position/Role:

Address:

City:

Zip:

Daytime Phone:

Email address:

Brief Paragraph Describing Reason for Nomination

(An edited version of this paragraph may be used to publicize the award recipient in the Conference Program, on MACAE's website, and/or through a press release)

MACAE Member Submitting Nomination

Name:

Address:

City/Zip Code:

Daytime Phone:

Home/Cell Phone:

Email address:

IMPORTANT: Please attach the letter of support for **Administrator** with this letter and on letterhead (if possible).

Please complete all information as completely as possible. Mail or email the nomination form to Katie Wolf, 4000 N. Okemos Road, Okemos, Michigan 48864 (macae@macae.org)

DEADLINE: May 26, 2009