



— **OCTA OUTSTANDING EDUCATOR APPLICATION** —

Oregon-California Trails Association
524 South Osage St. / P.O. Box 1019
Independence, MO 64501-0519
Phone: (816) 252-2276 – Fax: (816)-836-0989



Congratulations on your nomination for one of the OCTA Outstanding Educator awards! This award recognizes excellence in teaching about the westward overland migration. Five categories of awards are available. Awards may or may not be given in all the categories every year, depending on the strength of the applications. The recipients will be recognized at the annual OCTA convention that is held mid – August. They will receive a certificate and a \$250.00 honorarium. Also, their registration fee and room and board for the night of the awards banquet will be met.

(Note: Applications that are not complete or postmarked on time may not be considered.)

This application is to be completed by the person being nominated. Please print clearly or type.

1. Nominee or contact person for the institution: _____
2. Home address (street or P.O. address, city, state, zip code):

3. Home phone: () _____ Work/business: () _____ E-mail _____
4. School's / institution's name: _____
5. Administrator's / supervisor's name: _____
6. School's / institution's address _____

7. Grade level(s) and /or subject(s) with which you work: _____
8. For which award category are you nominated/applying? _____
You must select only one category.
A. Elementary: Primary/Intermediate B. Middle School/Junior High C. High School
D. Post secondary: College / University / Adult Education E. Museum / Institution
9. With which trail(s) or aspect of overland migration does your project / program deal?

10. Are you a member of the Oregon-California Trails Association? _____
If yes, which chapter are you a member of: _____
(Membership in OCTA is not a requirement for being nominated or receiving the awards.)
11. Nomination information:
A. Name of person nominating you: (Type or print clearly)

B. Signature of the nominator:

(Note: This person must be one of the people who provides a letter of recommendation.)
12. Signature of nominee: _____ Date: _____

Your signature indicates that you are willing to be considered for this award, that the information you provide is true and can be verified, that your name and a description of your overland migration project / program can be printed in OCTA publications and used in publicity about OCTA's Outstanding Educator Program, and if selected as a recipient, you will help provide materials for an exhibit at the convention concerning your project and also a photo of yourself.

13. On additional paper please describe your overland migration project/program.
 - A. The main project/program must have been used during this school year or during the previous year.
 - B. Clearly state both the purpose of your project/program and a thorough description of it.
 - C. This must be typed and on no more than three 8 ½" x 11" pages.
 - D. On another sheet of paper include the names and addresses of local newspapers.

14. In addition to the three descriptive pages, you may also include up to six additional 8 ½" x 11" pages to further illustrate or explain your project/program. Additional materials can include such items as copies of newspaper articles, photos, student work, etc.

15. Please include three letters of recommendation by people who can give an accurate, detailed evaluation of the project/program that explain why you should receive this award. Photocopy the attached form, fill out the top part, and give the forms to the three people who will write the recommendations. Then collect the completed letters and attach them to your application. Do not send the letters separately!

16. Staple/bind your application in this order:
 - A. This application form - page 1.
 - B. Description of your project/program & the names local papers – see item #13.
 - C. Optional pages of supportive information – see # 14.
 - D. Three letters of recommendation – see #15.

17. Send six (6) completed copies of your application to:
Outstanding Educator Awards Chairperson
Oregon-California Trails Association
P.O. Box 1019
Independence, MO 64051-0519

18. Other related important information:
Questions: Contact – William Hill – (631)-585-2592 or OCTA – (816) 252-2278
Deadline: Applications must be post-marked no later than March 31.
Process: Applications will be reviewed and evaluated by committee members.
Notification: All applicants should receive a reply in April noting the application was received, and receive final notification of the decision in June.
Information about the convention will also be sent at that time unless requested earlier.

OCTA OUTSTANDING EDUCATOR AWARD RECOMMENDATION FORM

This annual award by the Oregon California Trails Association recognizes excellence in teaching about the westward overland migration. The person/institution that receives this award should be one that enthusiastically shares the “love of trail history” with others, teaches accurate information, has utilized a unique or imaginative approach “above and beyond” the normal teaching of this information, and is truly a professional educator or provides an outstanding program that deserves national recognition for their efforts. Thank you for completing this recommendation!

(To be completed by the nominee.) (Copy form as needed.)

Name of nominee/institution: _____

Award category for which the nominee is recommended: _____

Project/Program of nominee: _____

Date this recommendation should be returned to you: _____

(To be completed by the person making the recommendation.)

In the space below (and/or on an additional sheet) please type your recommendation, including the following information:

- Your relation to the nominee: supervisor; colleague; student; parent of student; etc.
- Highlights of your observations.
- Reasons you feel this person/institution should receive this award.

Typed/printed name of person writing the recommendation; _____

Signature: _____ Date: _____

Position/Title: _____ Phone: _____