

**VIRGINIA RETIRED TEACHERS' ASSOCIATION**  
**GUIDELINES FOR NOMINATIONS FOR "MOST ACTIVE MEMBER"**

**Revised February 2016**

The award for the Most Active Member is awarded annually at the VRTA Fall Conference. Each local RTA unit or each District RTA or the State RTA may nominate one candidate to receive this award. The nominations for this award should focus on the nominee's community participation activities and on his/her activities in the local, district and state RTA units, past and present, with more emphasis on present activities.

All nominations should follow the guidelines listed below:

**GUIDELINES**

1. Supply responses to each item as it relates to the individual.
2. Criteria that does not apply should be labeled Not Applicable.
3. Use outline form.

**A. PERSONAL DATA**

1. Name
2. Address
3. Other data as appropriate, such as:
  - a. Place of birth
  - b. Family
  - c. Religious affiliation (optional)
  - d. Military Service
  - e. Other

**B. PROFESSIONAL EDUCATION**

1. High School
2. College(s)
3. Earned degrees
4. Major course of study
5. Scholarships for study

**C. TEACHING and/or ADMINISTRATIVE EXPERIENCE**

1. Places taught
2. Teaching levels and/or administrative experience
3. Number of years of professional experience
4. Honors and/or awards relative to educational career
5. Other data directly related to professional career

**D. PAST PROFESSIONAL MEMBERSHIPS**

1. Local, state and/or national
2. Related to his/her studies, such as music majors belonging to the Music Educators National Conference
3. Offices held

4. Participation in organization(s), such as
  - a. Workshop facilitator
  - b. Presenter
  - c. Serving on committees
  - d. Other

E. PRESENT PROFESSIONAL MEMBERSHIPS

1. NRTA, VRTA, District RTA and/or Local RTA
2. Other organizations
3. Other participation activities, such as
  - a. Committee memberships
  - b. Attendance at meetings
  - c. Responsibilities accepted

F. COMMUNITY SERVICES—PAST AND PRESENT

1. Organizations and services rendered
2. Service on local boards, such as Board of Education, Civitan, etc.
3. Volunteer activities
4. Church activities
5. Other as appropriate

G. OTHER DATA THAT ENHANCES THE NOMINEE’S STATUE

A narrative may be used to explain

H. DUTIES OF PERSON(S) SUBMITTING NOMINATION

1. Type nomination on plain white paper on one side only
2. Attach at least three letters of recommendation from persons who have personal knowledge of the nominee’s worthiness to receive the honor
3. Submit three (3) copies of the complete nomination to Miss Patricia Holland, Co-chair, Community Service Most Active Member by August 1 (Deadline preceding the Fall Conference of the VRTA)

I. NOMINATION REVIEWS AND AWARD

1. The community service Most Active Member Review committee will rate the nomination on a scale of 1 to 10 with 1 being the lowest rank and 10 being the highest rank. The summation of the individual rankings will be used to determine the awardee.
2. All participating nominees are asked to be present at the Tuesday morning business meeting of the VRTA Fall Conference.
3. The recipient of the award will be recognized at the VRTA Fall Conference.
4. The awardee will be given an appropriately engraved plaque.
5. The decision of the review committee will be final.
6. Any questions concerning the guidelines should be submitted to VRTA Co-Chair, Community Service Most Active Member, Patricia Holland, 230 Carriage Run Ct., Apt. A, Emporia, VA 26847, phone 434-348-9316