

Regional Division Awards

Elementary, Middle and Secondary Division Awards are processed through the Regional President.

Higher Educator, Museum Educator, and Supervision/Administrator Divisions are awarded on the State level only. *There are no Regional awards for these divisions.*

Date	Action
Beginning June 1	A Call for Nominations must be announced in publications and individuals should be encouraged to nominate member colleagues for awards within the region. Individuals may self-nominate. Nominees must be members of the VAEA.
	The Regional President may designate a member of the region as the Regional Awards Chair who will be responsible for publicizing the procedure for nomination of division awards, collecting all packets as outlined below, checking membership status, organizing a committee to determine regional winners and providing the VAEA State Awards Chair with the results. If no Awards Chair is designated the Regional President will serve as the awards chair.
Beginning September 1	<p>Nominees must have the following materials:</p> <ol style="list-style-type: none"> 1. Nomination Form (Use the NAEA form) 2. Two Page Vita Form (Use the NAEA form) 3. Three 1-page letters of recommendation or supportive documentation <p>No packet of more than six pages will be considered</p> <p>The forms are located at www.vaea.org as well as www.naea-reston.org VAEA Regions are: Blue Ridge, Central, Northern Virginia, Southwest and Tidewater. Divisions are Elementary, Middle and Secondary.</p>
Before October 1	The Regional Awards Chair or Regional President will appoint a committee to determine the regional division award winners. A rubric is provided.
October 1	Deadline for providing the Regional Awards Chair all Nomination Materials as listed above
October 15	Deadline for determining Regional Division winners. Names must be sent to VAEA State Awards Chair. <i>Note: If the conference is earlier than November 5, the October 15 deadline may be 1 week earlier.</i>
Conference	<ol style="list-style-type: none"> 1. Regional Division Award winners' materials are given to the State Award Chair to determine the State Division Award Winners. 2. The State Award Chair appoints a committee to determine the State Division winners. 3. Regional Division Award recipients are announced and honored at individual Regional meetings during the conference. 4. State Division Award recipients are announced and honored during the Award meal function and during Division meetings at the conference. 5. State Division Award recipients will be nominated by the VAEA Board for the Southeastern Regional (NAEA) Division Award the following year. October 1 of the following year is the deadline for all nomination materials.