



# AIR & SPACE FORCES ASSOCIATION

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## State Aerospace/STEM Teacher of the Year Nomination Form

### Guidelines and Criteria

The State Teacher of the Year award is a \$500 award. State TOY candidates must be a current Chapter TOY. Only one candidate from each chapter should be submitted to the State AEVP for consideration.

AFA elected officers, voting members, employees, and their immediate family members (spouse/children) are not eligible for this recognition.

Only one State TOY package can be submitted to AFA National to receive award components. If a state wishes to recognize more than one State TOY, such as runners up, the state will be responsible for award components and checks, if applicable.

The program runs from January 1 to April 30. State AEVPs are encouraged to select State TOYs in time to allow for submission of their National TOY package by June 30, if so desired, and in time to recognize recipients at schools before the end of the school year.

Chapter AEVPs should submit the **complete Chapter TOY package** to the State AEVP by the deadline set by the State AEVP with the addition of a letter of endorsement from the Chapter President for the State TOY nomination package. NOTE: State AEVPs should designate a date for submission from chapters to give time for selection and submission to AFA National by April 30.

The State TOY nomination form, below, must be completed and attached to the complete Chapter TOY package before sending to AFA National.

Due to IRS regulations, States **must submit a W-9** form on behalf of the State TOY along with this application. The current form can be found at [www.irs.gov/forms-pubs/about-form-w-9](http://www.irs.gov/forms-pubs/about-form-w-9).

**Note for State AEVP:** The entire State TOY package to include all three items on the package checklist below should be sent to [education@afa.org](mailto:education@afa.org) at least three weeks prior to State TOY award presentation to give AFA National time to provide award components through mail. If State TOY desires to be nominated for National TOY, all components for that program should be given to the State TOY to complete ahead of the June 30 submission deadline.

Additional information can be found in the [Field Operations Guidebook](#) and at [www.afa.org/TOY](http://www.afa.org/TOY).





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## State Aerospace/STEM Teacher of the Year Nomination Form

Teacher name: \_\_\_\_\_

Nominating chapter: \_\_\_\_\_

Chapter AEVP name & e-mail: \_\_\_\_\_

State AEVP name & e-mail: \_\_\_\_\_

Date Award Components Needed by: \_\_\_\_\_

Teacher Jacket Size (Small to XXL): \_\_\_\_\_

### State Nomination Package Checklist

- Complete Chapter TOY package
- Chapter President Letter of Support
- State TOY Nomination with State President's Endorsement
- Recipient's W-9 Form

### State President Endorsement

State President: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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