

# CLEVELAND TECHNICAL SOCIETIES COUNCIL



## PROCEDURE MANUAL 2010 EDITION

Last updated: October 12, 2010

# Cleveland Technical Societies Council Procedure Manual 2010

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## **Cleveland Technical Societies Council Procedure Manual 2010**

### **I. GENERAL**

The Cleveland Technical Societies Council's ("CTSC" or "the Council") Procedure Manual contains the procedures outlined in the Bylaws Article VIII, Section 3, and Article XI, and shall be adopted by the Board of Governors and amended periodically upon recommendation to assure the Council's purpose is being fulfilled. Amendments to the Procedure Manual shall be submitted through the Secretary for the Board's approval and become effective upon a majority affirmative vote.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **II. DUES**

Dues notices will be sent by the Executive Director annually to all member societies. The cost for each society is \$50 for less than 500 members and \$100 for 500 or more members.

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### **III. OFFICERS**

#### **A. President**

In addition to those responsibilities outlined in the Bylaws, the President shall:

preside over the Council and all meetings of the Board of Governors.

direct the business of the Council in the interim between meetings of the Board of Governors.

appoint all committee chairs.

supervise all committee chairs in fulfilling their assigned duties.

be an ex-officio member of each committee and be invited to attend all meetings.

convene any ad hoc committee and determine its responsibilities.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **B. Vice President**

In addition to those responsibilities outlined in the Bylaws, the Vice President shall:

present the budget for approval at the first official Board of Governors meeting of the fiscal year.

preside over the Board of Governors in the absence of the President.

preside at any other official meeting called by the President at which the President cannot attend.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **C. Secretary**

In addition to those responsibilities outlined in the Bylaws, the Secretary shall:

provide all official documents to the Archivist.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **D. Treasurer**

In addition to those responsibilities outlined in the Bylaws, the Treasurer shall assist the Executive Director to:

review all accounts, monthly financial reports, State and Federal financial requirements, scholarship funds and investments (except where noted).

be bonded in accordance with the Bylaws.

serve as a member of the Budget Committee.

insure that the Board of Governors and all committee chairs are aware of expenses for the year relative to the budget.

respond to any questions from the Audit Committee.

notify all financial institutions so that signature cards are properly executed.

transfer all financial documents to the incoming Treasurer prior to the new fiscal year.

review all authorized invoices in excess of \$2,500 within the budget in a timely fashion.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **E. Executive Director**

In addition to those responsibilities outlined in the Bylaws, the Executive Director shall:

provide a permanent address and point of contact for CTSC communications.

execute the policies of the Board of Governors as outlined by the President.

administer the affairs of the Council including the fiscal management of all bank accounts, savings funds, federal and state tax forms, grants, awards and scholarship monies of the Council.

aid in implementing all programs, publications, and services provided by the Council.

distribute appropriate notices and announcements of all meetings and events of the Council.

provide necessary communications among Council officers and committee chairs.

maintain an annual directory of Member Societies.

forward copies of documents to Archivist for retention.

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### IV. COMMITTEES

Committee chairs are responsible to the President and required to keep the President aware of committee activities. They will provide the President with copies of relevant reports and communications. At the end of each fiscal year, each committee chair shall forward copies of significant documents to the Archivist for retention.

The structure of each committee will determine the number of members to be appointed, as needed.

#### A. Archivist

The CTSC Archives are housed in the Science and Technology Department of the Cleveland Public Library. To access the Archives, it is advisable to email the Department prior to visiting, for the collection is in a non-public area. The Addendum contains a copy of the “Guide to the Cleveland Technical Societies Council Archives.”

Each officer and committee chair is responsible for sending material to the Archivist. The President should constantly remind those persons to do so.

#### **Structure:**

Chair appoints additional members, as needed.

#### **Responsibilities:**

Maintain a file containing the actions of the Council.

Prepare an annual report at the end of the current year.

Obtain, label, and file all pertinent documents.

Maintain and retrieve all records of the Council in an orderly, consistent fashion.

Use acid-free folders for permanent records.

Write annual report by September for entering in the web site.

Complete record filing by October of each year.

Report names of CTSC officers to the Science and Technology Department of the Cleveland Public Library at the start of the fiscal year.

Refer to the “Guide to the Cleveland Technical Societies Council Archives” for further details.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **B. Audit Committee**

The Audit Committee examines all financial records and prepares a written report to the Board of Governors. A sample Audit report appears in the Addendum.

#### **Structure:**

Committee consists of three members.

Chair assigns two members to the Committee.

#### **Responsibilities:**

Present an annual audit report at the first official Board of Governors meeting of the fiscal year.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **C. Awards Committee**

The Awards Committee selects the recipients of the annual Technical Achievement Award, the Technical Educator Award, and the Robert B. Cummings Distinguished Service/Leadership Award, and any other awards of the Council so designated by the Board of Governors. Professional awards description appear in Addendum.

#### **Structure:**

Chair selects additional committee members who shall remain anonymous.

#### **Responsibilities:**

Select award recipients for an annual awards event.

Maintain and update application form (see addendum).

Issue nominating forms to all Council member societies at least four months prior to the awards event.

Notify recipients and prepare plaques for presentation.

Write a press release draft to be distributed by the Executive Director.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **D. Budget Committee**

The Budget Committee develops a written financial operating plan that guides expenses and income for the fiscal year. Samples of the Proposed Operating Budget and the Operating Budget are included in the Addendum.

#### **Structure:**

The Chair is the Vice President of the Council.

The Treasurer serves on this Committee.

The Chair selects an additional committee member.

#### **Responsibilities:**

Review past expenses and budget of the previous two years and consider the coming year financial requirements.

Present written budget for approval at the first official Board of Governors meeting of the fiscal year.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **E. Bylaws Committee**

The Bylaws Committee maintains the Bylaws and Procedure Manual.

#### **Structure:**

The Chair recommends two committee members, subject to approval by the Board of Governors.

#### **Responsibilities:**

Serve as parliamentarian of the Council and the Board of Governors.

Review the Bylaws for needed additions, deletions, or amendments, as required.

Prepare and submit recommendations to the Board of Governors for all proposals for amendments to the Bylaws, where deemed advisable.

Review the Procedure Manual for additions, deletions, or corrections.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **F. Membership Committee**

The Membership Committee works toward increasing the number of societies in CTSC. A sample membership recruitment letter is in the Addendum. The Membership Committee coordinates the annual collaboration meeting.

#### **Structure:**

The Chair may appoint members.

#### **Responsibilities:**

Seek out and invite new societies to join the Council.

Promote collaborative efforts among member societies as well as outside groups or organizations.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **G. Nominating Committee**

#### **Structure:**

The Chair appoints two additional members.

#### **Responsibilities:**

Prepare a list of possible officers by February 1<sup>st</sup>.

Prepare a slate of officers to be nominated at the March meeting to provide for balloting by the April meeting.

Consider the desirability of continuing officers in the line succession consisting of treasurer, secretary, vice president.

Contact each nominee who must be a member of any CTSC member society, to obtain acceptance of possible nomination.

## **Cleveland Technical Societies Council Procedure Manual 2010**

### **H. Scholarship Committee**

The Scholarship Committee manages the Scholarship program, including administrative and reporting procedures. The “Scholarship Policy Statement” is included in the Addendum.

#### **Structure:**

The chair can appoint a maximum of six members, some of whom may be nominated by the scholarship donors. Persons with children who are scholarship applicants are ineligible to serve on the committee.

#### **Responsibilities:**

Determine the appropriate number of scholarships to be awarded to eligible students at the annual awards event.

Work with the Executive Director as needed to solicit applications for Honor Juniors and scholarship applicants.

Select the winners of the available number of scholarships.

Inform the recipient of the selection and the event schedule.

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### I. Web Site Committee

The Web site Committee manages the web site. The web site serves as the link among the Council, member societies, and the community. Its address is [www.ctsc.org](http://www.ctsc.org).

#### **Structure:**

Chair selects additional members, as needed.

#### **Responsibilities:**

Act as webmaster for the Council.

Contact host when necessary.

Post information to the web site in a timely fashion.

Delete outdated information in a timely fashion.

Inform the Executive Director of copyright renewal dates and costs.

Control the passwords and their distribution.

Work on design improvements and functionality of the site.

Promote a positive, current corporate image of CTSC on the Internet.

Investigate trends in technology and apply them to develop the online identity of CTSC.

Notify successor of all pertinent information to access the site.

## Cleveland Technical Societies Council Procedure Manual 2010

### V. ADDENDA

#### A. Addresses

**Executive Director:** Jan Kelemen  
31100 Lincoln Rd  
Westlake OH 44483  
Phone: (440) 567-0051  
e-mail: jtkelemen@wowway.com

#### Archives:

Location: Cleveland Public Library, Science and Technology Dept., Main Library, Louis Stokes Wing, 3<sup>rd</sup> Floor, 525 Superior Ave., Cleveland, Ohio 44114.

Telephone: 216-623-2932  
Email: SciTech@cpl.org  
Web address: www.cpl.org  
Mail address: Cleveland Public Library  
Science and Technology Dept.  
325 Superior Avenue  
Cleveland OH 44114

**Certified Public Accountant:** Hudak & Vrana, CPAs  
1422 Euclid Ave. #662  
Cleveland, OH 44115

## Cleveland Technical Societies Council Procedure Manual 2010

### B. Audit Report Sample

#### CLEVELAND TECHNICAL SOCIETIES COUNCIL

To: Board of Governors, Cleveland Technical Societies Council

From: The Audit Committee

Subject: 1990-1991 Financial Audit

Date: August 27, 1991

The Council's financial records were audited on August 21, 1991. The audit covered the period from August 28, 1990, through August 7, 1991.

All banquet proceeds and expenses had been tabulated and there were no unpaid bills or outstanding checks, so the records were complete and in excellent order.

The journal, check book ledger, cancelled checks (#461 - 497), billing statements, and the Ameritrust monthly statements were examined, cross-checked, and found to confirm each other. The difference between total income and total expenditures for the period confirmed the cash-on-hand amount reported by the treasurer in her financial statement for the period from August 28, 1990, through August 7, 1991. The savings account balance was found to be correct as reported. The same was true for the scholarship fund.

The Audit Committee again recommends the following:

1. In view of the size of the Lubrizol Corporation Scholarship endowment and the fact their contribution will grow and perhaps other corporate funds will be forthcoming, a small board of trustees be established to invest and be accountable for these funds rather than the CTSC Treasurer.

2. The cash on hand be reduced by an amount which will leave sufficient operating funds to meet the budget until dues income becomes available and this amount be invested in an interest-producing account.

James E. Yingst, Chairman  
Marianne DeCapite  
John Piety  
Jim Simler

## Cleveland Technical Societies Council Procedure Manual 2010

C.

### CTSC SCHOLARSHIP POLICY STATEMENT

9 March 1993

There are at present two scholarship categories which are administered under the same overall Council merit scholarship program: CTSC merit scholarships and scholarships from The Lubrizol Founders Scholarship Fund. In accepting funds from The Lubrizol Corporation, the following agreements were made.

1. CTSC will continue awarding merit scholarships of at least \$1,000 using profits from the Annual Banquet and interest from contributions from a number of technical societies and area corporations. All scholarships are awarded on the basis of merit only and are given to students planning on attending Ohio colleges and universities. The criteria for awards are described more fully in the attachment dated 1/1/89.
2. The Lubrizol scholarships, although awarded under the same overall Council merit scholarship program, will be separately identified and publicized.
3. Lubrizol scholarships may be given to the most outstanding high school students and may be awarded for a higher amount of money than the CTSC merit scholarships. The original proposal called for five \$2,000 scholarships.
4. There should be no Lubrizol employees on the selection committee.
5. A Lubrizol representative is invited to the Annual Banquet to present the Lubrizol awards.
6. Funds are to be deposited in Federally insured instruments or Federally accounts. Interest from the accounts must be available for scholarship awards on 1 July.
7. All contributors, regardless of size, shall be given a yearly report on the Scholarship Program and its funds.
8. CTSC will increase the size of its scholarship program, separate from Lubrizol's, bringing its total scholarship award to at least \$10,000 annually. This will be accomplished by soliciting contributions from member organizations and other local industries.
9. Scholarships for students past their freshman year or in graduate programs should be considered. These can be from the CTSC scholarship funds or from the Lubrizol funds with their approval.
10. In the event that the CTSC dissolves, another organization, such as the American Chemical Society, must be found to administer the Lubrizol Founders Scholarship Fund. Additionally, it would be desirable for the organization to administer all other scholarship funds in order to continue awarding scholarships to outstanding students in science and engineering. (Note: This change was made after the attached 11/89 document and negates the last paragraph of that document.)

*Cleveland Technical Societies Council Archives*

## Cleveland Technical Societies Council Procedure Manual 2010

### D. GUIDE TO THE CLEVELAND TECHNICAL SOCIETIES COUNCIL ARCHIVES

#### Overview of the Archives

**Repository:** Cleveland Public Library Science and Technology Department

**Creator:** Cleveland Technical Societies Council (CTSC)

**Title:** Cleveland Technical Societies Council Archives

**Dates:** 1941 - current

**Description:** Cleveland Technical Societies Council (CTSC) is a consortium of the professional scientific, engineering, technical, and educational societies in the northeastern Ohio area. The Archives consist of the minutes of the Board of Governors meetings; brochures, programs, newsletters and other records of CTSC.

**Quantity:**

2 five-drawer regular size filing cabinets in Room 304 LSW.

Finding aid guide and brochures in gift drawer.

**Scope and Content:** Collection contains the records of CTSC from its inception to current day. See also Description.

**Statement of Arrangement:** Folders cover the fiscal year, July through June. Other folders are created on a need-to-know basis and alphabetically follow the folders designating years.

**Subject Headings:** Collection not listed in online catalog.

#### Administrative Information

**Preferred citation:** "Cleveland Technical Societies Council Archives"

**Acquisition information:** The files were located on an upper floor at 3100 Chester Avenue when the building housed the Cleveland Engineering Society. When the building was sold to Cleveland State University, the collection was transferred to the Science and Technology Department of the Cleveland Public Library. The Archivist was the Manager of that Department and found the files easier to maintain on site.

**Conditions of access and use:** Collection is maintained by the Archivist for CTSC. Documents are stamped upon receipt in the upper right corner, dated and filed accordingly.

**Use restrictions:** Permission must be granted by the Cleveland Technical Societies Council, either an officer of the Board of Governors, the Executive Director, or the Archivist, and with the cooperation of the Manager of the Science and Technology Department.

#### Related Materials

Collection is described in *A Guide to archives in Northeastern Ohio*. Helen Conger, editor. 2<sup>nd</sup> edition. Cleveland Archival Roundtable, 1998 p. 25

The CLEVELAND TECHNICAL SOCIETIES COUNCIL is described in the *Encyclopedia of Cleveland History*. David D. Van Tassel and John J. Grabowski, editors. 2<sup>nd</sup> edition. Indiana University Press, 1998. p. 294

Jean Z. Piety, Manager  
Science and Technology Dept.  
Cleveland Public Library  
December, 2007

**Cleveland Technical Societies Council Procedure Manual 2010**

**E. Sample Operating Budget**

<b>CTSC OPERATING BUDGET</b>				
<b>FOR FISCAL YEAR</b>				
<b>July 1, 2008 - June 30, 2009</b>				
	<b>BUDGET</b>		<b>ACTUAL</b>	
<b>INCOME</b>				
Banquet Acct Transfer	\$14,500.00		\$15,000.00	
Membership Dues	\$1,000.00		\$800.00	
Collaboration Forum	\$250.00		\$330.00	
<b>TOTAL INCOME</b>		<b>\$15,750.00</b>		<b>\$16,130.00</b>
<b>EXPENSE</b>				
Administration	\$12,000.00		\$14,500.00	
Collaboration Forum	\$800.00		\$841.92	
Office Expenses	\$1,325.00		\$1,020.65	
Accounting Services	\$1,000.00		\$900.00	
State Fees	\$125.00		\$184.95	
Contingency	\$500.00		??	
<b>TOTAL EXPENSE</b>		<b>\$15,750.00</b>		<b>\$17,427.52</b>
<b>Accounts (Last Day of Month)</b>	<b>Operating</b>	<b>Banquet</b>	<b>Enhancement Fund</b>	
Jul-08	10063.41	7464.45		
Aug-08	8576.64	7411.95		
Sept-08	7576.64	7411.95		
Oct-09	\$6,526.64	\$7,411.95	\$88,364.77	2.47%
Nov-09	\$5,796.64	\$7,411.95		
Dec-08	\$3,409.70	\$7,411.95		
Jan-09	\$1,475.47	\$7,411.95	\$86,863.37	
Feb-09	4123.47	7390.96	86939.12	1.42
Mar-09	2034.48	17055.32	87009.34	1.2
Apr-09	578.03	35419.82	87062.88	1
May-09	578.03	54909.82	87118.49	1
Jun-09	578.03	13889.37	87171.76	1

<b>CTSC <u>Proposed</u> OPERATING BUDGET</b>				
<b>FOR FISCAL YEAR</b>				
<b>July 1, 2009 - June 30, 2010</b>				
	<b>BUDGET</b>		<b>ACTUAL</b>	
<b>INCOME</b>				
Banquet Acct Transfer	\$12,000.00		\$12,000.00	
Membership Dues	\$800.00			
Collaboration Forum	\$330.00		\$330.00	
Misc. Income	\$500.00			
<b>TOTAL INCOME</b>		<b>\$13,630.00</b>		
<b>EXPENSE</b>				
Administration	\$12,000.00			
Collaboration Forum	\$1,102.00		\$1,102.00	
Office Expenses	\$1,325.00			
Accounting Services	\$1,000.00			
State Fees	\$165.00			
Contingency	\$500.00			
<b>TOTAL EXPENSE</b>		<b>\$16,092.00</b>		
<b>Accounts (Last Day of Month)</b>	<b>Operating</b>	<b>Banquet</b>	<b>Enhancement Fund</b>	
Jul-09	578.03		87171.76	0.94
Aug-09	578.03		83678.31	0.75
Sep-09				
Oct-09				
Nov-09				
Dec-09				
Jan-10				
Feb-10				
Mar-10				
Apr-10				
May-10				
Jun-10				

## Cleveland Technical Societies Council Procedure Manual 2010

### F. Membership Recruitment Sample Letter

(Today's date)

Name

Address

City, OH Zip code

Dear \_\_\_\_\_,

As an officer of a technical organization, you are no doubt interested in strengthening and increasing membership in your Society. Often an organization's resources are strained to meet its own desired goals. However, there is strength in numbers. By leveraging the resources and experience of other northeastern Ohio organizations, your group can enhance its own capabilities. By joining the Cleveland Technical Societies Council (CTSC), your society can be strengthened through:

- Networking with members of other technical organizations
- Proprietary speakers' bureau resource
- Partnering with organizations on events of common interest
- Liaison to local schools for professional outreach and scholarship awards
- Notification of upcoming events to local technical professionals
- Public recognition forum for members who have made notable contributions to your profession
- Website hosting as a benefit of your membership

To learn more and join CTSC, take this opportunity to browse our website, [www.ctsc.org](http://www.ctsc.org).

Sincerely,

W.B. Chamberlin

CTSC Membership Chair



**Cleveland Technical Societies Council Procedure Manual 2010**

**APPLICATION FOR THE CLEVELAND TECHNICAL SOCIETIES COUNCIL AWARDS**  
**See reverse side for instructions**

**General Requirements: (Do not apply if answer to any of the following is “NO.”)**

- Is the nominee a citizen of the U.S.A.? YES
- Is the nominee a resident of the U.S.A.? YES
- Is the citation for achievements while a resident of Northeast Ohio? YES
- Is the nominee a member in good standing of the CTSC member society? YES

**Award Nomination:**

- Distinguished Leadership
- Technical Achievement
- Technical Educator

***Please print or type***

Nominee Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City: \_\_ State: \_\_ Zip: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Nominated By: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Date of  
Submission \_\_\_\_\_

CTSC Society Name (in full): \_\_\_\_\_

1. Technical contributions while a Northeast Ohio resident:
2. Participation in local, national and worldwide technical societies:
3. Publications, patents and awards while a Northeast Ohio resident:

You must attach a biography with a maximum length of three (3) pages. You may also attach a listing of publications, patents and/or up to five (5) letters of recommendations.



## Cleveland Technical Societies Council Procedure Manual 2010

### QUALIFICATIONS FOR THE CLEVELAND TECHNICAL SOCIETIES COUNCIL PROFESSIONAL AWARDS [YEAR ] [Event date and location]

**NOW IS THE TIME TO NOMINATE YOUR CANDIDATES FOR THE CTSC AWARDS.  
NOMINATIONS MUST COME FROM MEMBERS OF CTSC MEMBER  
SOCIETIES.**

Each year at its *Scholarship & Achievement Awards Event*, CTSC confers three important professional recognitions. You are encouraged to submit your nominations as soon as possible. The Awards Committee will select the most qualified applicant in each category on the basis of the information available. Nominees must be United States Citizens, residents of the United States, and members of a CTSC affiliated society. The recognition will be restricted to accomplishments while working and residing in Northeast Ohio. A technical degree is not a prerequisite.

#### **THE ROBERT B. CUMMINGS DISTINGUISHED LEADERSHIP AWARD**

This award is bestowed upon an individual who best meets the following:

- The individual must be at least 60 years of age as of March 1<sup>st</sup> of the year in which the award is presented.
- An individual who has made sustained contributions to the technical community for a minimum of 10 years.
- Contributions must include product creations at all levels, progress in technical management and/or service enhancing the quality of life in the business, education, or science communities of Northeastern Ohio.

#### **THE TECHNICAL ACHIEVEMENT AWARD**

This award is bestowed upon an individual who best meets the following qualifications:

- The individual must be under 40 years of age as of March 1<sup>st</sup> of the year in which the award is presented.
- The individual must be actively contributing to a technical field.
- The individual must have demonstrated outstanding performance, creative ability, technical competence, and integrity in the conduct of his/her professional duties.

#### **THE TECHNICAL EDUCATOR AWARD**

This award is bestowed upon an individual who best meets the following qualifications:

- A nominee who has made a substantial contribution to technical education methods and/or is considered to uniquely inspire students to pursue technical fields.
- The nominee is or has been associated with an accredited area education institution, such as school (K-12), college, or university.
- The nominee is in good standing with the academic community.
- The nominee has demonstrated outstanding performance, creative abilities, technical competence, and integrity in the practice of his/her technical discipline.

#### **QUALIFICATIONS ARE TO BE DOCUMENTED ON THE REVERSE SIDE OF THIS APPLICATION**

This must be sufficient proof of the candidate's contribution(s) to warrant the nomination. A brief biography **limited to three (3) pages** is essential. Information on non-professional activities which contribute to an understanding of the character of the nominee is encouraged. A maximum of five (5) testimonials, **limited to one page each**, may be attached.

**The deadline is [2 months prior to event]. All nominations are valid for a three-year period.**

Send your nominations to: **CTSC AWARDS COMMITTEE [mailing address]**