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## *Suffolk Association for Continuing Community Education*

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January 4, 2010

Dear Colleague:

The Annual SACCE Awards dinner is Monday, June 7, 2010 at 6:00 p.m. We are planning to honor our Outstanding Adult Education Students as well as our Outstanding Staff in a combined ceremony at the Watermill Inn Restaurant in Smithtown. It is our pleasure to invite you to the Awards Dinner.

The enclosed packet explains the nominating procedures and guidelines for student and staff nominations. A program director/administrator may nominate two individuals in each category for a total of eight nominations. Please explain in your nomination narrative the particular accomplishments of the person you choose to honor (see attached guidelines). Each nomination consists of a separate award application form and a typed narrative.

The four categories have been selected for this year's Student and Staff award nominations:

- I. High School Equivalency ABE/GED Preparation Program
- II. ESOL Programs
- III. Career and Technical Education Program (CTE)
- IV. Community Education Programs

Please mail or e-mail your nominations on or before March 1, 2010 to:

Debra Montaruli  
Western Suffolk BOCES  
Career & Technical Education  
17 Westminster Avenue  
Dix Hills, New York 11746  
[dmontaru@wsboces.org](mailto:dmontaru@wsboces.org)

Submissions dated after 3/1/10 will not be considered. Award letters will be mailed by April 5, 2010.

Please feel free to contact Debra Montaruli at (631) 667-6000 ext. 320 and/or fax her at (631) 623-4922 with any questions or concerns. Thank you for your time and effort.

Respectfully,

Debra Montaruli  
President



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## **SACCE AWARD**

### **Nomination Guidelines**

**In recognition of outstanding performance, the nominees will be honored at the Annual SACCE/NACCE Dinner Meeting on Monday, June 7, 2010.**

- 1. In order to be considered, the nomination must be accompanied by a signed statement from the nominee giving permission to be nominated and to have his/her picture and story used for publicity.**
- 2. A student nominee is eligible if he/she has experienced significant life, career or education success and has been served by an adult program in an agency that maintains a SACCE membership.**
- 3. A staff nominee is eligible if he or she has served in an agency that maintains a SACCE membership. Criteria such as longevity in a program, outstanding contributions to adult education, motivation and student success should be considered when nominating a professional.**
- 4. Submit an essay of 200 words or less (typed if possible) including nominee name and category. Please attach essay to application. Please e-mail nominations to [dmontaru@wsboces.org](mailto:dmontaru@wsboces.org). or mail to:**

**Debra Montaruli  
Western Suffolk BOCES  
Career & Technical Education  
17 Westminster Avenue  
Dix Hills, New York 11746**

- 5. Nominations can only be accepted from SACCE members that are in good standing and must be received on or before March 1, 2010.**



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**2010 SACCE OUTSTANDING TEACHER AWARD  
APPLICATION**

**Date:** \_\_\_\_\_

**Nominating Agency:** \_\_\_\_\_

**Administrator:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Address & Phone:** \_\_\_\_\_

**Name of Nominee:** \_\_\_\_\_

**Home Address & Phone:** \_\_\_\_\_

**Nomination Category:** \_\_\_\_\_

**NYS Senator:** \_\_\_\_\_

**Address & Phone:** \_\_\_\_\_

**NYS Assemblyperson:** \_\_\_\_\_

**Address & Phone:** \_\_\_\_\_

I am aware that I have been nominated by my program administrator as a candidate for a "2010 SACCE Outstanding Adult Teacher Award." I understand that the attached information about me may be used for publicity purposes, and I hereby give my authorization to do so.

**Candidate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**March 1, 2010**

**Each application must contain this completed form and narrative.**

***2010 SACCE OUTSTANDING TEACHER NARRATIVE***  
**(200 typed words or less)**

**Nominee:** \_\_\_\_\_

**Category:** \_\_\_\_\_



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**2010 SACCE OUTSTANDING STUDENT AWARD  
APPLICATION**

**Date:** \_\_\_\_\_

**Nominating Agency:** \_\_\_\_\_

**Administrator:** \_\_\_\_\_

**Administrator E-mail Address:** \_\_\_\_\_

**Address & Phone:** \_\_\_\_\_  
\_\_\_\_\_

**Name of Nominee:** \_\_\_\_\_

**Home Address & Phone:** \_\_\_\_\_  
\_\_\_\_\_

**Nomination Category:** \_\_\_\_\_

**NYS Senator:** \_\_\_\_\_

**Address & Phone:** \_\_\_\_\_  
\_\_\_\_\_

**NYS Assemblyperson:** \_\_\_\_\_

**Address & Phone:** \_\_\_\_\_  
\_\_\_\_\_

I am aware that I have been nominated by my program administrator as a candidate for a "2010 SACCE Outstanding Adult Student Award." I understand that the attached information about me may be used for publicity purposes, and I hereby give my authorization to do so.

**Candidate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**March 1, 2010**

**Each application must contain this completed form and narrative.**

***2010 SACCE OUTSTANDING STUDENT***  
**NARRATIVE**  
**(200 typed words or less)**

**Nominee:** \_\_\_\_\_

**Category:** \_\_\_\_\_