OESTA Checklist

Selection Committee: ____________________________________

__________________________________

Award Year: ____________________________________

____  Receive nominations
____  Write to Nominees for additional information
____  Send acknowledgement to nominating party
____  Email to state reps for comments re: nominees
____  Review nominations, use scoring sheet
____  Decide on state and section winners
____  Contact state reps for presenter
____  State reps notify of state science teachers’ assoc. meetings
____  Create folder of items to send to John Wagner
    _____  Copy of nomination forms
    _____  Photograph of each awardee
    _____  Narrative:
        _____  50 words – Honorable Mention
        _____  150 words – State Winner
        _____  300 words – Section Winner
    _____  Plaque order forms
    _____  Request for Honorable Mention Certificate
    _____  Cover Letter

____  Contact winners, request photograph;
____  Contact nominators of those who didn’t qualify for an award
____  Contact officers and state reps to announce winner
    _____  Solicit presenter
    _____  Plaque – ship to address

____  Newsletter announcement