

## 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**