Business Teachers’ Association of New York State and New York State Education Department present:

**Business and Marketing Education**

**Department of the Year Award**

**Application 2017**

School District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person for Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Department’s Website Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Department or School Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Classification: (Based on number of high school students)

\_\_\_\_\_Class A – 525 and up

\_\_\_\_\_Class B – 305 – 524

\_\_\_\_\_Class C – 175 – 304

\_\_\_\_\_Class D – 0-174

Number of Certified Business Teachers in Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_

Region Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Long Island: Nassau and Suffolk

New York City: Bronx, Kings, New York, Queens and Richmond

Hudson: Duchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester

Albany: Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren and Washington

North Country: Clinton, Essex, Franklin, Jefferson, Lewis and St. Lawrence

Central: Fulton, Hamilton, Herkimer, Montgomery, Oneida and Schoharie

Syracuse: Cayuga, Cortland, Madison, Onondaga and Oswego

Southern Tier: Broome, Chemung, Chenango, Delaware, Otsego, Schuyler, Steuben, Tioga and Tompkins

Rochester: Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates

Buffalo: Cattaraugus, Chautauqua, Erie, Niagara and Alleghany

**Superintendent/Principal Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Application due by May 15, 2017

**Award Guidelines**

One award for each classification will be given in each region of the State. The classifications are dependent on student enrollment. Previous winners may not apply in consecutive years.

Application must be postmarked by May 15, 2017 to:

Francine Martella

5 S. Landing Road

Rochester, NY 14610

Winners will be notified by June 30, 2017

**Department Winners will be awarded at the**

**BTANYS Fall Conference 2017**

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**Application Information**

Please respond to each of the following questions or statement that best describes the accomplishment of your department. All components need not be evident.

Required Information:

1. Names and email addresses of all business/marketing teachers in the department including professional affiliations and involvement.
2. List the total enrollment in each business/marketing course.

Evaluation Criteria:

1. New courses - For the upcoming school year or implemented in the past 2 years. Provide course outline.
2. CTE Endorsement- Describe program(s) and assessment(s). Attach proof of approval. Include specialized or equivalent courses used for Mathematics, Science, English or Social Studies credit.
3. Advisory Board - List members w/affiliations and activities for the year.
4. College credit - College, course names, number of students.
5. Work-based Learning –List type and number of students in each.
6. Student organizations or business clubs – Group name, number of students. Description if experiences are integrated into the curricula.
7. Student achievements- Specific examples i.e. Business and Marketing Honor Society
8. Public Relations –Description of efforts, samples and/or documentation.
9. Professional development- Activities attended in the past 2 years.
10. Administrator- Letter describing how the program positively impacts students and prepares them for college and career readiness.

**Binders, folders, and other materials will not be returned. All items become the ownership of Business Teachers’ Association of New York State.**

**Business and Marketing Education**

**Regional Department of the Year**

**Scoring Rubric**

School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region: \_\_\_\_\_\_\_\_ Classification: \_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Exemplary  evidence  3 | Satisfactory evidence  2 | Some evidence  1 | No evidence  0 |
| New Courses Implemented/Planned |  |  |  |  |
| CTE Program Approval\* |  |  |  |  |
| Advisory Board\* |  |  |  |  |
| Specialized courses |  |  |  |  |
| College Credit |  |  |  |  |
| Work Based Learning |  |  |  |  |
| Student Organization |  |  |  |  |
| Student Recognition |  |  |  |  |
| Public Relations |  |  |  |  |
| Professional Development |  |  |  |  |
| Professional Organization and Involvement\* |  |  |  |  |
| Letter from Administrator |  |  |  |  |

**\*Weighted categories (2x)**

**Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee Notes:**