

Video Tip Sheet from the Region IV Awards Committee

Here is a list of recommendations to prepare for your video interview with the awards committee.

Do

- Use subdued background
- Look up and talk to the committee
- Show your passion for teaching
- Be unique in answers
- Use a steady chair that does not rock or swivel
- Use proper lighting
- Have several people proof the video prior to submission and offer suggestions and then redo the video
- Use chest--up video shots to show expression
- Dress professional and color coordinate (Ladies – suits with modest blouses; Gentlemen – tie and jacket)
- Speak clearly
- Film in a room where there is no echo
- Practice, practice, practice
- Be yourself and try to be relaxed

Don't

- Use loud color or distracting background
- Use pictures in background
- Have noise in background, i.e. students, phones or any general distractions
- Talk using a monotone voice or long pauses
- Rock or twist in chair
- Fidget
- Talk to committee in a condescending tone as if they are beneath you
- Use a hand-held video recorder
- Use acronyms in video
- Read dossier directly or use same story that has already been presented in video or dossier
- Show hands or lower torso
- Please don't speak so slow that you bore or lull the audience; show enthusiasm
- Do not use teleprompter or notes – know it and be natural
- Do not read or have a paper in front of you
- Try not to use common stories, quotes, or illustrations – we want your own thoughts

Dossiers Tip Sheet from the Region IV Awards Committee

Here is a list of recommendations to prepare your application packet to submit to the awards committee.

Do

- Address papers (letters of recommendation) to “Region IV Awards Committee” or “Dear Awards Committee”
- Keep dates within the five years allotted
- Put dates in chronological order on left side, most recent date first
- Use positive language
- Present your program and teaching methods in a unique manner
- Keep in 3rd person and vary pronouns and names
- Make dossier readable (like Reader’s Digest)
- When acronyms are used, list what the letters stand for one time per page used
- Use correct award name in dossier and letters of recommendation
- Be consistent
- Have several people who have written or judged dossiers to proofread the dossier
- Do answer the question and stay on target
- Use the breakdown of national, regional, state, and local when required
- Complete sections to the best of your ability – fill them up as much as possible, but don’t go over the pages allotted
- Print off the ACTE Awards booklet and look over the directions and verify the exact procedures
- Have several individuals review your dossier with this list and awards booklet to make sure it reads easily and follows guidelines.
- Make it your story and unique as much as possible

Don’t

- Use “To whom it may concern” or “Dear Sir” in letters of recommendation
- Point out your errors or shortcomings
- Never use the words “I” or “we”
- Use run-on sentences
- No handwritten documents, except signatures
- Do not make sentences too long or hard to follow or read (Remember the awards committee consists of people like yourself. What would be boring for you, would be boring for us)
- Do not try to put items in paragraph form on professional contributions, civic, etc.
- Use bullet points on those pages.