

Tip Sheet from the region IV Awards Committee

Video

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 then re-do 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, and practice
Be yourself, 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 clutter
Talk using a monotone voice or long pauses
Rock or twist in chair
Fidget
Talk to committee as if they were in kindergarten or beneath you (condescending tone)
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 (do 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

Do

Address papers (letters of recommendation) to “Region IV Awards Committee” “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 proof read 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 hand written 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.