

# *VBEA Distinguished Service Award*

The Distinguished Service Award is the highest honor conferred by VBEA. Any business and information technology educator who has rendered outstanding service to Business Education—including business educators at all levels, state and local supervisors and administrators, business firms, and individuals in business firms—is eligible.

The Distinguished Service Award is a handsomely engraved plaque. Only one recipient is selected each year. The deadline for nominations is March 1.

Guidelines for nominations are:

1. Nominations may be made by anyone.
2. Nominations must be submitted to the VBEA Special Recognition Chair by March 1.
3. Nominee's portfolio must contain the following:
  - a. Completed nomination form
  - b. Data Sheet
  - c. Summary of outstanding contributions to Business Education
  - d. Letter of recommendation from nominator.
4. Mail or Fax the complete nomination portfolio to:

Robin M. Albrecht  
Special Recognitions Chair/VBEA  
Osbourn High School  
9005 Tudor Lane  
Manassas, VA 20110

Ph: 571-377-7000  
Fax: 703-257-8515

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## *VBEA Distinguished Service Award Nomination Form*

Nominee's Name \_\_\_\_\_

Nominee's Work Address \_\_\_\_\_  
\_\_\_\_\_

Nominee's Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Name of Person Making Nomination \_\_\_\_\_

Nominator's Work Address \_\_\_\_\_

Nominator's Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Please attach additional documents to include the following information:

- ✓ Work experience of nominee
- ✓ Professional affiliations of nominee
- ✓ Business Education Involvement of the nominee
- ✓ Outstanding contributions to business education