

Submission Checklist

ACTFL National Language Teacher of the Year Submission Checklist

The candidate will submit a portfolio of no more than fifty (50) pages single-sided, size twelve (12) font that includes the following documents:

- Nomination Cover Page completed by regional organization.
- Letter of Nomination and Recommendation submitted by representative of state organization.
- Letter of Recommendation from professional colleague.
- Letter of Recommendation from a supervisor.
- Letter of Recommendation from a current or former parent or student.
- Comprehensive *Curriculum Vitae* of no more than five (5) pages.
- A CD or DVD of no more than twenty (20) to thirty (30) that demonstrates target language communication in the classroom and a variety of instructional strategies. This CD/DVD should be a continuous, unedited twenty (20) to thirty (30) minute sample. (The video should not be professionally produced or edited.)
- Samples of student work with names of students deleted.
- Evidence of student cultural exposure both in and beyond the classroom.
- Brief reflection statements as outlined in the Classroom Competency section of the Selection Criteria.
- A five-hundred-word (500) first-person statement on the value of learning language and culture.
- Other documents of the candidate's choice to address the Classroom Competency and Professional Involvement areas of the Selection Criteria.
- A one-page (1) Contact Information sheet (names and addresses of administrators, local press,

professional affiliations, etc.) to be used by the committee to notify those you have selected of your accomplishments.

- A completed commitment form indicating your willingness to act as an ambassador for foreign languages over the course of the year.

Please note: The original portfolio materials will be returned to the candidate. ACTFL reserves the right to use copies of all materials to promote the award or for professional development.