

ACTE  
AZ

FELLOWSHIP



Apply  
Today!

# Message to Applicants

The Association for Career and Technical Education of Arizona exists to support educators, administrators, counselors, students and businesses in their efforts to advance CTE throughout secondary, post-secondary and adult levels.

ACTEAZ is dedicated in its efforts to:

- Enhance the job performance and satisfaction of our members.
- Increase public awareness and appreciation for CTE programs.
- Provide a voice for members at local, state and federal levels.

We strive to provide opportunities for leadership, skillset and networking growth through state and national events, conferences and professional development.

ACTEAZ is committed to support our members and CTE in all their goals for success. At the same time we recognize the essential role members, committees, volunteers and the Board of Directors play in the success of our association. Their efforts, expertise and leadership provide a strong foundation that leads to our continued growth and development.

With this in mind ACTEAZ developed the nationally acclaimed Fellowship Program. Each year ACTEAZ is pleased to offer the opportunity for you to become more involved in your professional association. The Fellowship Program provides members a unique insight into the workings of ACTE, ACTEAZ, and all our affiliate organizations. Those selected to become a Fellow will attend a variety of conferences and professional development events designed to increase their understanding of the policymaking processes associated with career and technical education at the local, state, and national levels. Through this specialized training program, candidates develop the leadership skills to become effective members and advocates of ACTEAZ. Our hope is that with this training, Fellows will advance into positions of leadership within the affiliates, ACTEAZ and ACTE.

The Fellowship Program selection process takes place in spring and consists of a selection committee composed of current ACTEAZ Officers and Fellows which will identify the new Fellows. The most important criteria will be the candidate's Letter of Application, their Current Issues Statement and their ability to provide the documentation of support from their local administration. Once the selection process is complete, new members will begin their training with an in-service session for the purpose of preparing them for the activities they will participate in as Fellows. This initial in-service will be offered at the ACTE Summer Conference in Tucson.

We welcome you to apply to become an ACTEAZ Fellow. This is not just a program designed to make you advocate, but a program designed to assist you in learning the skills it will take to grow with CTE and influence its continued success.

# Program Goals

The main goal of the Fellowship Program is to assist you in developing your teamwork, leadership and advocacy skills while also demonstrating how to most effectively apply those skills to benefit CTE through ACTEAZ, affiliate associations and legislative channels. You will also be able to take these skills back to your school district in order to affect positive changes in your CTE programs and your own professional career.

Goals and skills the Fellowship Program will assist you to develop:

- Create a professional network at local, state-wide and national levels.
- Develop strong teamwork, leadership and advocacy skills.
- Demonstrate and explore ways to further your involvement in policy making in CTE at local, state and national levels.
- Learn and develop methods in creating and facilitating CTE courses and sessions for further professional development.
- Learn how professional organizations, such as, ACTEAZ, ACTE and your affiliate association can help advance CTE in your school district.
- Learn ways to connect with industry leaders and form partnerships involving CTE related programs and courses.
- Communicate and brainstorm with your Fellows' class in developing service learning and action research projects.
- Develop a knowledge base of CTE legislation and CTE program related statistics to share with your school district, legislators and stakeholders.

ACTEAZ is committed to the Fellowship Program. We are constantly updating the program to best suit the current and sustainable needs of our Fellows, our association, our affiliates and CTE at the local, state and national levels. We encourage you to apply for the Fellowship Program so that we can assist you in creating and reaching both your goals for CTE and for your own professional career. We also encourage you to share this program with other CTE professionals in your district and affiliate associations. Become a Fellow and let our continued success become your success.

Leadership and learning are indispensable to each other. ~ John F. Kennedy

# Fellows' Responsibilities

The Fellowship Program is a three year commitment and as a fellow you will be responsible for meeting the following requirements:

- Attend the ACTE Summer Conference and participate in the various Fellows' activities, such as, Fellows Orientation and other networking activities.
- Attend and observe a minimum of three ACTEAZ board meetings per year.
- Attend each of the following CTE related conferences at least once over your three year term as a Fellow. These conferences include the ACTE Summer Conference (in state), Mid-Winter Leadership Conference (in state), National Policy Seminar (out of state), ACTE National Conference (out of state) and the Region V Conference (out of state).
- Attend various study sessions planned around CTE and leadership development. (Optional)
- Develop and complete, in a Fellows group, a service learning or CTE related project.
- Present a conference session at the ACTE Summer Conference in your senior Fellow year.
- Participate in conference sessions at the ACTE Summer Conference and Mid-Winter Leadership Conference as well as promote scholarship efforts at these events.
- Assist in planning and facilitating study sessions for first year fellows once in the role of being an experienced Fellow.
- Pursue leadership positions within your affiliate association and ACTEAZ.
- Encourage other CTE professionals to join ACTEAZ, their affiliate association and ACTE National as well as inviting them to join in the ACTEAZ Fellowship program.

As you engage in the Fellowship experience you will have the assistance of your Fellows' class, a Fellow mentor and your Fellowship Program coordinator. All activities are designed to build, develop and showcase your teamwork, leadership and advocacy skills. We look forward to working with you over your three year term and beyond.

# Fellowship Criteria

Fellowships are limited to current ACTEAZ Members who have at least one year of work directly related to Career and Technical Education. A Fellowship requires a three year commitment from the applicant and their support institution through the Director and Principal/Occupational Dean. The first year requires intensive involvement; second and third year Fellows begin leadership activities as members of ACTEAZ committees and/or affiliate boards.

Applicants must submit a complete Fellowship Application Packet containing **all** of the following documents by the designated due date in order to be considered for the Fellowship Program.

The Fellowship Application Packet consists of:

- A completed application form. (Printed from online fillable form preferred to handwritten.)
- A one page letter of application expressing the reasons for your interest in, and commitment to, serving as a Fellow.
- A one page statement on the current issues that you believe are most profoundly affecting Career and Technical Education in your district, the state and/or nation.
- A detailed resume.
- A letter of support from your Principal/Occupational Dean.
- A letter of support from your CTE Director.

You may send your completed application packet to:

Christine Nelson  
ACTEAZ Fellowship Coordinator  
20403 N Lake Pleasant Road  
Suite 117 - PMB 615  
Peoria, AZ 85382

If you have any further questions about the Fellowship program or the application process please contact the ACTEAZ Fellowship Coordinator, Christine Nelson, by e-mail at [christinenelson@acteaz.org](mailto:christinenelson@acteaz.org).

# Fellowship Application

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

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

Work Location: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Work E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Home E-mail: \_\_\_\_\_

What subjects do you currently teach/administrate: \_\_\_\_\_

Who are your U.S. Senators: \_\_\_\_\_

Who are your U.S. Representatives: \_\_\_\_\_

What is your Legislative District: \_\_\_\_\_

Who is your State Senator: \_\_\_\_\_

What is your Congressional District: \_\_\_\_\_

Who are your State Representatives: \_\_\_\_\_

## **Applicant Agreement:**

The commitments required for participation in the Fellowship program are described in the application. Your signature below will indicate that you have read and agree with the three year commitment and the responsibilities given. Any deviation from the agreed activities may result in your dismissal from the Fellowship program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am a current ACTEAZ Member  Yes  No

## **Principal/Occupational Dean and CTE Director Agreement:**

The Principal/Occupational Dean and CTE Director are being asked to support substitute costs for six to ten release days. The Local School District will also financially sponsor local, state and national travel costs for the above applicant.

Principal/Occupational Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CTE Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_