



Application Deadline - March 15th

Tips! for Applying for Best of State

Quick Reminders

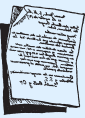
Contact Dan Bazan, dbazan@apamail.org with any questions.



Schedule Time to work on your application. Completing this over Winter Break is an excellent opportunity to dig into your story and gather data and resources.



Research your category and competition! Go to bestofstate.org to read about past winners for your category. Get inspired by what makes you or your group different.



Gather at least three letters of recommendation - Ask for letters of recommendation from colleagues that know your work and character. Let them know you're applying for the Best of State award. Letters are beneficial to the judges, but they often take time to get, so ask early.

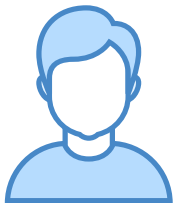
Follow this guide as you create your application



Create a Google Doc and title it as follows:

Best of State 2022 - Category - Your Name, Job Title - American Preparatory Academy (campus)

Background: Describe the nominee's background and participation within this field (**one to two paragraphs**). This information is not scored, but serves as background information for the judges.



Your headshot

Write a short bio here - tell your story! Describe your education, what jobs have you had that set you apart from the others, what expertise do you have in your category? State why you're passionate about what you do. This section sets the scene for the rest of your application and is the first thing the judge will read. Add photos here that support your background.



(50% of score) Achievement in the field of endeavor. This section of the nomination is for the overall quality and excellence of the nominee's performance, products or services. Explain how the nominee has demonstrated achievement and excellence in their field of endeavor and has produced superior results and outcomes. Please provide specific and detailed information with supporting documentation so the judges can effectively rate the nominee's candidacy for the Best of State Award. Evidence for this achievement could include--but is not limited to--recognition from peers, development of superior products, financial data showing growth and expansion of their enterprise, and previous awards or competitions won.

Tip!

Focus on what YOU have done.

What have **YOU** done or learned to set yourself apart from the other candidates? Include projects or work experience that has helped build your character and expertise. If there are multiple projects or organizations that you will list that include supporting data, separate them by using a bold heading and bullet points to make this easy to read. **Hyperlink** any additional documents or awards/recognition as well. This section is 50% of your application, so provide as much evidence here that supports how you developed your craft. Break up the text with supporting pictures of the project or yourself in action!

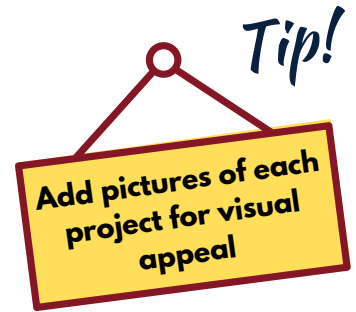
Achievement in the Field of Endeavor continued

Name of Company or Project A (bold and underlined)

Write an introductory paragraph explaining what the project is. Include dates and how you became involved. Below that, create a bulleted list of steps YOU took that demonstrate YOUR work and why YOU are passionate about this.

Example: "**September 2020 - August 2021** - *Company A provides instruction to over 300 under-resourced students at a Title I school. They service over 1400 students daily. Jane is passionate about teaching here because she loves seeing the 'light-bulb' moments when her students understand her concepts.*

- Mentored after-school groups daily
- Trained new mentors and developed training curriculum
- Recognized with Builder of the Month - March 2021"



Name of Company or Project B (bold and underlined)

Again, begin with an introductory paragraph about the project.

Provide evidence in this section listing all steps that demonstrate your responsibilities and apply to your category. More evidence creates a stronger application.

- Share what you learned?
- List steps taken or responsibilities that are relevant to provide evidence for the category you are entering.
- HOW was this effective?
- Share results.

Continue listing all projects, activities, and relevant work experience

Awards & Recognition

List awards/recognition at the end of Section 1 - Achievement in the Field of Endeavor

Include newspaper articles, special certifications, accolades, etc.

Include "Year and Name of award, include link if available"

Example:

- 2021 Salt Lake Tribune - Teacher of the Year- www.sltrib.com/awards
- 2020 Instructure - Most Valuable Educator
- 2019 Builder of the Month - March

Add relevant pictures of you or hyperlinks of the awards here. Go through social media, email, and phone picture libraries to add interest to your recognition section.



(30% of score) Innovation or creativity in approaches, techniques, methods or processes. Describe how the nominee has achieved superior results and created positive differentiation from others within their field through innovation or creativity in approaches, techniques, methods or processes. Explain the technique or approach and how it has led to superior results.

Innovation and Creativity

This section provides the opportunity to share innovation and results. It's your chance to describe what YOU have **developed or created** that sets yourself apart from the other candidates? This includes projects that garnered amazing results AND are relevant to your category.



Separate each project with a **BOLD** heading and bullet points for improved readability.

- Be specific about HOW the project came to be.
- Let your passion shine!
- Break up the text with supporting pictures.

Bold Heading

Name of Company or Project A (bold and underlined)



Create an introductory paragraph about how this project came to be or how you were an integral part of this organization. Add a bulleted list of what you did or what steps you took.



Example:

"Jane noticed that many of her students were experiencing reading learning loss due to the COVID-19 pandemic and online classes. She jumped into action and developed a specialized reading program to help her students."

Tip! Include a picture of the project or hyperlink it from your Google Drive here. If you link something from your APA Google Drive, make sure the accessibility settings are set to "anyone with the link can view" rather than being restricted to only those with APA email addresses.

- List steps you did or responsibilities that you have that is relevant to provide evidence for the category you are entering.
- How was this effective?
- Any short quotes from parents or colleagues to include here?

Use Bullet Points

Tip!

Continue with this pattern until all relevant projects or work experience are listed. Review each project again to ensure you've shared actions that demonstrate innovation and strong results.

(20% of score) Contribution to improving the quality of life in Utah. Describe how the nominee's work within the field has improved the quality of life in Utah. Examples could include community service, charitable contributions (financial or goods and services), family-friendly employment policies, environmentally sound practices or policies, increased employment opportunities, community beautification, education, contribution to a strong economy, cultural contributions, or any other way that the nominee has contributed to improving the quality of life in a neighborhood, community, city, or the state.

This section provides an opportunity to express how YOU have **contributed to the community and or quality of life** in Utah. Your activities can include personal, work, and non-APA projects.

Ideas of what to include:

- Volunteer work
- Community outreach
- Donations
- Service projects
- Free Tutoring/Mentoring
- Curriculum Development

Tip!

Search your social media and photo libraries! Add pictures that support the project!



Category A (bold and underlined)

Example: *Community Service or Partnerships*

Create an introductory paragraph about a need or a problem that you helped improve in your community. Explain why this meant a lot to you.

Add a bulleted list of your actions. Include the following:

Date - Organization Name - Description of your action(s).

- 9/09-5/14 - Volunteer Fire Fighter - participated in numerous community training and outreach projects.
- 8/14-5/15 - American Preparatory Academy - Organized community partners to train staff.
- 5/17, 5/18, 5/19 - Beehive Assisted Living - Organized students to provide service to residents



Attachments

Hyperlink attachments here, including letters of recommendation and supporting documents not hyperlinked in the subcategories. Name files clearly for easy reference by the judges.

Now that you've completed your application, there are just a few more steps to complete.

- 1** Have someone else read your application and review it for readability, spelling, and grammatical errors. Very often, a friend or colleague can remind you of items you may have forgotten to add.
- 2** Double-check your attachments and hyperlinks. Do they work? Once you have all of your attachments ready, create a folder in the Google drive and share it with Dan Bazan, dbazan@apamail.org.
- 3** Send an email to Dan with your application or a link to the folder with your files. Please include a phone number in case a call is needed to review.

Once these steps are complete, Dan will review your application and reach out to you directly with any questions or feedback. Thank you!