

2021 – 2022



Student Tennessee Education Association

HANDBOOK

2021–2022 STE A Executive Board:

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President Elect – Will Crawford, University of Tennessee at Martin

Secretary – Adina Garay, Christian Brothers University

Vice President West – Emily Johnston, University of Tennessee at Martin

Vice President Middle – Kayla Pritchett, Belmont University

Vice President East – Payton Walker, Lincoln Memorial University

2021 – 2022 STEA State Officers

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Electronic copy of this handbook is
available at [http://www.teateachers.org/
local-website/student-tea](http://www.teateachers.org/local-website/student-tea)

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Dear STEA Members,

Welcome to the Student Tennessee Education Association! Congratulations on becoming an active member of one of the largest (and most important!) student associations in the country. As STEA President, I am eager to learn more about the STEA chapters across the state and learn how I may best serve you, our members. Through collaboration in this association, we will learn how to better serve our communities and eventually become the best educators we can be.

I would first like to introduce myself, so that I appear as more than a picture on a page. I am an elementary education major at Lincoln Memorial University. Teaching has always been my passion, and I truly could not imagine a different career path for myself. My goal for teaching is to create a community of lifelong learners who are excited to learn more. My goal as STEA President is to serve you in whatever ways I can. I want to hear from our members and encourage you to email me (autumn.belcher@lmunet.edu).

One of my top priorities this year for STEA is collaboration, including within your local chapters, communities, and across the state. I am committed to being as involved as possible with you and your chapter. Please reach out to me or any of the other STEA executive board members with any questions, invitations to meetings or events, or concerns. We are eager to assist you and be present for all of your needs, regardless of how big or small.

Becoming a member of STEA is one of the best decisions you can make as a future educator. STEA is much more than liability insurance. Not only will membership connect you to thousands of peers pursuing a similar career, but it will also provide multiple networking opportunities with professionals in the Tennessee Education Association and the National Education Association. So, while you build relationships and friendships with peers over the common struggles of an education major (such as Praxis and edTPA), STEA will also provide you with resources via TEA and NEA that will bring clarity and ease some of your worries. Membership benefits also include additional insurance opportunities as well as discounts on travel and lodging. By providing benefits such as these, STEA helps you and will continue to help you become the best educators you can be!

Again, I want to thank you for taking a step to better yourself as a future educator. I am extremely humbled to serve as President of STEA and am honored to serve as a link between STEA and TEA via the Board of Directors. STEA gives you a voice, and I, as your President, will ensure that your voices are heard. This year will be exciting (hopefully in different ways than last year!) and full of learning opportunities.

Best wishes,

Nikki Belcher

Lincoln Memorial University

STUDENT TENNESSEE EDUCATION ASSOCIATION CALENDAR OF EVENTS: 2021 – 2022

SEPTEMBER 2021

September 12 TEA Committee-Commission Day
 September 17-18 Teaching and Learning Symposium — Gaylord Opryland Hotel, Nashville, Tennessee
September 30 **DEADLINE** — Submit Chapter Officer Form

OCTOBER 2021

October 8-9 **STEA Leadership Conference, Location TBD**
 October 16-17 TEA Board of Directors Meeting — ZOOM
October 30 **DEADLINE** — CREATE Grant

NOVEMBER 2021

November 2 Election Day
November 6 **STEA Local Leader Meetings — ZOOM**
 November 17 Education Support Professionals (ESP) Day
 November 15-19 American Education Week

DECEMBER 2021

December 15 **DEADLINE** — Submitting nominations for NEA state, administrator, STEA, and retired delegates

JANUARY 2022

January 23 TEA Board of Directors Meeting — ZOOM

FEBRUARY 2022

February 2 **DEADLINE** — **ALL** TEA Awards except Distinguished Educators
(Friend of Education, Human Relations, School Bell, Susan B. Anthony)
February 5 **STEA Local Leader Meetings — ZOOM**
 February 8 **DEADLINE** — TEA proposed amendments and nominations
February 16 **DEADLINE** — CREATE Grant

MARCH 2022

March 1 **DEADLINE** — Don Sahli-Kathy Woodall Scholarship Applications
 March 2 Read Across America Day
March 5 **STEA Local Leader Meetings — ZOOM**
 March 5-6 TEA Board of Directors Meeting, Location TBD
March 15 **DEADLINE** — Outstanding STEA Chapter Form
 To be announced TEA Minority Affairs Conference, Location TBD

APRIL 2022

To Be Announced **STEA Delegate Convention**
 April 8 TEA Board of Directors Meeting, Embassy Suites — Murfreesboro
 April 8-9 TEA Representative Assembly (RA), Embassy Suites — Murfreesboro
April 9 **STEA Local Leader Meetings — ZOOM**
April 15 **DEADLINE** — Jack Kinnaman Memorial Scholarship
 April 30 **DEADLINE** — TEA Distinguished Educators Awards

MAY 2022

May 2 - 6 Teacher Appreciation Week
 May 3 National Teacher Day

JUNE 2022

June 7 TEA Board of Directors Meeting, Embassy Suites — Cool Springs
 June 8-10 Summer Leadership Academy, Embassy Suites — Cool Springs
 To Be Announced NEA Aspiring Educators Summer Leadership Conference (Location, To Be Announced)

JULY 2022

July 2-6 NEA Representative Assembly, Dallas, TX

AUGUST 2022

August 15 **DEADLINE** — Application for Aspiring Educators to serve on NEA Committees

*Dates and locations are subject to change.

STEA Program & Member Benefits

Organizing a Campus Chapter

Membership Recruitment

Awards / Grants / Scholarships

Award / Scholarship Recipients

TEA/NEA Aspiring Educators

Established in 1937, the TEA/NEA Aspiring Educators is a membership organization of college students enrolled in teacher education programs at over 1,000 colleges and universities.

The TEA/NEA Aspiring Educators seeks to develop in education students an understanding of the education profession, to provide for a student voice in matters affecting their education and their profession, to influence the conditions under which prospective teachers are prepared, and to stimulate the highest ideals of professional ethics, standards, attitudes, and training.

The overall program strives to encourage members to influence changes in teacher education, education in general, society, and the education profession.

Member Benefits

The following is a description of some of the programs available to TEA/NEA student members.

Professional Development Student members have access to numerous workshops that cover such topics as PRAXIS, Classroom Management, Cyber Safety, Job Protection Tips and Professionalism, just to name a few.

Conferences STEA members are allowed to attend annual leadership conferences that cover topics pertinent to the development of a professional educator.

Rebates A \$20 dues rebate is available for members for every year of NEA Aspiring Educators membership (up to four years) during their first teaching year.

\$1,000,000 Liability Insurance Policy STEA/NEA student members receive liability insurance with a \$1,000,000 coverage. The insurance covers personal assault, punitive damages, bail bond, and employment rights protection.

Scholarships

Scholarship Awards Student members have the opportunity to apply for TEA/NEA undergraduate and graduate scholarship awards through the TEA Sahli-Woodall Scholarship program. (Reference page 14)

Publications and Journals

NEA Today This newspaper is published eight times a year (September - June) to keep readers abreast of NEA activities and events. It reports on the actions of the association and other organizations as they are happening and examines their effect on public education.

Tomorrow's Teachers This NEA journal is published in January for student members throughout the nation. It provides important information for future educators. Members joining prior to November receive this journal.

STEA Advocate This newsletter keeps members informed on state and local campus issues. Affiliates are encouraged to submit articles to STEA vice presidents.

teach This magazine keeps TEA members up-to-date on teacher issues, education legislation, and other certification and instructional news in Tennessee.

For information about these or any of the membership programs described above, contact: TEA, 801 Second Avenue North, Nashville, TN 37201-1099, Phone: 800.342.8367, website: www.teateachers.org

STEA Presidents

1974	Judy Price, Middle Tennessee State University, Murfreesboro
1975	Cindy Allison, Carson-Newman College, Jefferson City
1976	Linda Corwin Dyer, University of Tennessee at Chattanooga
1977	Lulu Kurek Beasley, University of Tennessee at Knoxville
1978	Patti Boyd, David Lipscomb College, Nashville
1979	Cindy Sewell, Austin Peay State University, Clarksville
1980	Sherry Duncan, University of Tennessee at Martin

1981	Deborah Pardue, Austin Peay State University, Clarksville
1982	Sandra Mantoath, Cleveland State Community College, Cleveland
1983	Sandra Mantoath, Middle Tennessee State University, Murfreesboro
1984	Jeffery Brown, Tennessee Technological University, Cookeville
1985	Cindy Barnes, Tennessee Technological University, Cookeville
1985-86	Danny Weeks, Austin Peay State University, Clarksville
1986-87	Danny Weeks, Austin Peay State University, Clarksville
	Mary Mudroch, Tennessee Technological University, Cookeville
1987-88	Amy Hood, Middle Tennessee State University, Murfreesboro
1988-89	Abe Jeffers, University of Tennessee at Knoxville
1989-90	Abe Jeffers, University of Tennessee at Knoxville
1990-91	Debra Davis, Tennessee State University, Nashville
1991-92	Suzanne Locke, Tennessee Technological University, Cookeville
1992-93	Elizabeth S. Steverson, Maryville College, Maryville
1993-94	Shawna Smith, University of Tennessee at Martin
1994-95	Melissa Wall, University of Tennessee at Martin
1995-96	Gregory Wright, University of Tennessee at Knoxville
1996-97	Gregory Wright, University of Tennessee at Knoxville
1998-99	Nicole M. Kendall, University of Tennessee at Martin
1999-00	Lora E. Jenkins, East Tennessee State University
2000-01	Jason Jacklet, University of Tennessee at Knoxville
2001-02	Gladys Lake, University of Tennessee at Martin
2002-03	Larry Derry, Walters State Community College
2003-04	Larry Derry, Walters State Community College
2004-05	Larry Proffitt, Tusculum College
2005-06	Tracy Davis, East Tennessee State University
2006-07	Nichole Brown, Middle Tennessee State University
2007-08	R. Jermaine Coleman, Tennessee State University
2008-09	Michael Hartman, University of Tennessee at Knoxville
2009-10	Renata Rodgers, Lambuth University
2010-11	Delvin Woodard, Tennessee State University
2011-12	Caryce Gilmore, University of Tennessee at Martin
2012-13	Marilauren Anderson, University of Tennessee at Martin
2013-14	Parris Malone, Tennessee State University
2014-15	David Johnson, Walters State Community College
2015-16	Raymond Boyd, Tennessee State University
2016-17	Kristina Standridge, Lincoln Memorial University
2017-18	Mary Celeste Randall, Carson-Newman University
2018-19	Savannah Huff, Tennessee Technological University
2019-20	Rachel Duncan, Carson-Newman University
2020-21	Derrick Sanders, Jr., Tennessee State University
2021-22	Nikki Bekher, Lincoln Memorial University

NEA Apiring Educators Chairperson from Tennessee

1960-61	Ben Flatt, Freed-Hardeman College, Henderson
1981-82	Sherry Duncan, University of Tennessee at Martin
1990-92	Abe Jeffers, University of Tennessee at Knoxville
2008-10	R. Jermaine Coleman, Tennessee State University

NEA Apiring Educators Board Members

1997-98	Greg Wright, University of Tennessee at Knoxville
1998-99	Jason Jacklet, University of Tennessee at Knoxville
1999-00	Nicole Kendall, University of Tennessee at Martin
2002-03	Larry Derry, Walters State Community College
2005-06	Tracy Davis, East Tennessee State University
2012-13	Caryce Gilmore, University of Tennessee at Martin
2020-21	CarVaughn Page, Tennessee State University

STEA Program & Member Benefits

Organizing a Campus Chapter

Membership Recruitment

Awards / Grants / Scholarships

Award / Scholarship Recipients

Why You Should Belong to NEA?

We are the nation's leading organization committed to advancing the cause of public education. Headquartered in Washington, D.C., NEA proudly claims 3 million members who work at every level of education—from preschool to university graduate programs. NEA affiliates are in every state and in more than 14,000 local communities nationwide.

How does NEA function?

NEA members nationwide set Association policy, most notably through an annual Representative Assembly — called the “RA” — held every July. NEA members at the state and local levels elect some 10,000 RA delegates, who, in turn, elect NEA's top officers; debate issues; and set NEA policy. Between RAs, NEA's Board of Directors and Executive Committee serve as the top decision-making bodies. Staff at the local, state, and national levels carry out policies implemented by the governing bodies.

How does NEA help future teachers?

Members of the NEA Aspiring Educators belong to a network of nearly 60,000 students who are dedicated to improving teacher education and supporting prospective teachers. As the nation's largest pre-professional Association for future educators, the organization provides members with the opportunity to meet practicing teachers and fellow student members at state and national leadership conferences, workshops, and public forums. Members can also enrich their teaching and advocacy skills by holding local, state, or national office, or serving as a delegate to NEA's annual Representative Assembly. Student members also serve on the NEA Board of Directors and NEA Resolutions Committee, and they serve on committees that focus on a variety of issues, including human rights, legislation, and membership.

Students can apply for the Jack Kinnaman Scholarship, which helps to cover recipients' tuition costs. The Student Program also provides information and assistance with student teaching, certification, and professional development.

When it comes to learning, sharing, and networking, with peers and practicing educators, membership in the NEA Aspiring Educators represents an invaluable investment in your education and your future.

The Local Chapter Advisor's Role and Responsibilities

The chapter advisor is one of the most critical components of the successful campus chapter. Experience has shown that the advisor's interest in and cooperation with the students, faculty and administration have an extremely positive effect on the student chapter. Each STEA chapter shall have a campus advisor who must be a member of TEA/NEA. The following are major responsibilities of the campus chapter advisor:

- To promote the aspiring educators program with the faculty members and the campus administration.
- To work closely with the students to provide a continuum of leadership ability.
- To provide program guidance meaningful to the future of the students in teacher preparation programs.
- To develop among the members, an understanding of and commitment to TEA/NEA.
- To oversee the transmittal of dues.

These suggested activities may help the advisor to reach the maximum potential of his/her chapter.

1. With an established membership committee, plan and implement a membership recruitment program that includes a concentrated drive and continuous follow-through. Any time is membership time!
2. Follow up with students who were members the previous year, to make sure that they join for the current school year.
3. Contact the State STEA Organizer for materials and assistance that will be valuable to the chapter. The organizer can provide the advisor with advice and information from TEA/NEA and the services and support it can provide.

4. Contact TEA's local education association closest to your campus for their support. They can provide many resources for the chapter, including speakers.
5. Enlist the support of other colleagues letting them know what the student program is all about and welcome them to participate.
6. Contact advisors from other campus chapters. Many activities can grow and thrive through a cooperative effort of chapters (See pages 8 – 11 of the STEA Handbook).
7. Be sure to plan a year-long program that meets the needs of the members.
8. Develop a budget that provides adequate funds and can be controlled. The state STEA Organizer can offer help with resources.
9. Determine a meeting time that will allow the advisor and the student leadership to meet on a regular and convenient basis.
10. Establish a “home base” and/or groupsite for the chapter, a location where notices, bulletin boards and calendars are placed and where meetings are held on a regular basis.
11. Encourage members to submit articles to the *STEA Advocate*.
12. Be sure to notify the STEA Organizer of the appropriate address in order to receive important mailings and materials.
13. Plan to attend and encourage student participation in annual STEA conferences and conventions.
14. Publicize the monetary scholarship opportunities and discounts available to STEA members.

Duties of Local Chapter Officers

The President

The success and activities of a local education association are directly related to the abilities, energy, and enthusiasm of its president. Any organization must have capable leadership to be effective. Some chapters have divided responsibilities between two leaders serving as co-presidents. Some use a system with division of responsibilities while others divide the position between semesters.

The president is the most influential member and has the major responsibility for the success of the local association. He/she should be willing to give time and effort to this important position. Specific duties include:

- Work closely with your chapter advisor and regional vice president seeking advice and help in the promotion of an effective state and chapter program.
- Furnish leadership for the chapter by being informed, interested, considerate, and dedicated to STEA/NEA.
- Preside at regular and special meetings and at chapter executive committee meetings. Plan each meeting carefully. Start and adjourn on time.
- Be knowledgeable about parliamentary procedure so you can preside with skill, poise and confidence.
- Appoint standing and special committees, and serve as an ex-officio member of all committees. Be sure committees understand their duties.
- Schedule and preside at regular meetings of the executive committee.
- Answer all correspondence promptly.
- Work closely with the membership committee, analyze membership problems and help to plan a vigorous membership campaign.
- Work closely with the program committee so that the purpose of STEA/NEA will be carried out in your chapter activities and programs.
- See that your chapter is effectively represented at the STEA/NEA state convention and conferences.
- Give your records at the close of your year as president to the incoming president for his/her use.
- Appoint a member or officer to coordinate a Newsletter Committee and/or Public Relations Committee.

STEA Program & Member Benefits

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The Vice President

The vice president is more than just a “stand-in” for the president. He/she should be of service to the president at all times. In many chapters the vice president serves as chairperson of the program committee. Specific duties include:

- Coordinate membership recruitment campaigns.
- Be knowledgeable about parliamentary procedure so that if it becomes necessary for you to preside, you can do so effectively.
- Assume official host duties unless someone else has been assigned to do so, especially with guest speakers.
- If you are to serve as program chairperson, then you have a wonderful opportunity to work closely with the membership and to carry out those functions of STEA/NEA that can be carried out in programs.
- Promote and collect submissions to the *STEA Advocate*. Forward submissions to your regional vice president.
- Assist the president when requested to do so.

The Secretary

The secretary's most important job is interpreting what goes on at regular and special meetings and at executive committee meetings. An accurate written record of all activities of the chapter is most important. Your specific duties include:

- Work closely with your chapter advisor.
- Keep notes during the meeting and type your minutes very soon after the meeting. Record names of persons who make and second motions and report all action items.
- Have on hand at each meeting: minutes of previous meetings, list of committees, copy of state and local constitutions/bylaws.
- Read minutes of meetings and call president's attention to unfinished business.
- Read correspondence sent to the chapter or of chapter interest.
- Attend to official correspondence, if requested to do so.
- You have the responsibility to keep an accurate record of attendance. Devise some method that is effective for your chapter.
- The president may need to confer with you about items such as unfinished business and action taken at previous meetings. Have your records available.
- At the close of your term, give your records to your successor.

The Treasurer

To be responsible for the collection and distribution of chapter dues and funds is of utmost importance. The treasurer's records should be kept carefully, and your books should balance at all times. Your specific duties include:

- Work closely with your chapter advisor.
- See that membership forms are available when needed. They are sent to the advisor in July by the state contact.
- Keep transmittal forms or duplicates on file for future reference. Transmittal forms should be sent with membership dues.
- Give receipts for all money collected and deposit all chapter funds.
- Pay out funds only on proper authorization.
- Cooperate with secretary and advisor in keeping accurate membership records, including names, addresses and the date membership was paid.
- Keep an itemized record of all receipts and expenditures.
- Make a treasurer's report at each regular meeting.

The Historian

The historian can be one of the most important officers of the chapter. It is your duty to keep a neat, complete record of the activities of the local chapter. To do this, it will be necessary that you:

- Compile a chapter scrapbook and submit it for the state scrapbook contest to be held at the annual STEA Spring Convention.
- Work closely with the chapter advisor.
- Mount news clippings and pictures in the scrapbook and write a history of the year's work.
- Take informal snapshots of events pertaining to the chapter (to be used in displays for prospective members).
- Update and maintain the local chapter Facebook page and website.
- Be creative in your work and think of new ideas and ways of achieving the above.

Services of STEA Coordinators

The STEA Coordinator serves as the coordinator to the state Student Tennessee Education Association. This person is also known as the state student organizer. The responsibilities of your STEA coordinator/state student organizer include:

- Assisting in developing chapters where none exist and reactivating inactive chapters.
- Working directly with chapters to provide an ongoing active program.
- Planning and coordinating leadership training experiences through the state leadership conferences, drive-in workshops and national student events.
- Promoting new ideas and suggestions for effective programs, projects and activities.
- Organizing membership promotional material and coordinating membership reporting.
- Assisting local STEA officers and advisors.
- Serving as a liaison with the NEA Aspiring Educators.

Committees

Committees should meet soon after their appointment to plan their work. The chairpersons of all committees should be allowed to call special meetings whenever they are needed. Whenever possible, the president of the local STEA chapter should meet with committees, preferably as an ex-officio (unofficial) member. In some associations the vice president is assigned the responsibility of serving as committee coordinator, serving as an ex-officio member of all committees. The chairperson, in cooperation with the president and/or vice president, should call the first meeting to:

- Organize the committee
- Select a secretary
- Decide upon a specific action program
- Discuss assignments
- Delegate duties
- Set up a time schedule
- Set tentative meeting dates for the quarter or semester

Each committee, after its first meeting should submit a written report to the president and advisor about plans formulated, dates for action, and funds needed from the association budget. Each committee should:

- Keep records which include:
 - (a.) Memoranda on all meetings
 - (b.) Considerations, recommendations, and accomplishments
 - (c.) Problems for future study
- Make periodic progress reports to the members.
- Make specific recommendations for action to the executive committee and members.
- Submit copies of the annual report to the local president, advisor, and place one copy in local chapter committee files.
- Keep a permanent file of committee activities by filing written reports at the end of each year. These reports should include recommendations for what should be done next year, and used as a guide for future committee activity.
- Pass all records and reports of materials to the next year's committee. From time to time, the chairpersons of all committees should meet with the president and advisor.

**SAMPLE
LOCAL STUDENT TENNESSEE EDUCATION ASSOCIATION BYLAWS**

**ARTICLE I
Name and Affiliation**

- Section 1. Name: The name of this organization shall be _____
Student Tennessee Education Association.
- Section 2. Affiliation: It shall be affiliated with the Student National Education Association, the Student Tennessee Education Association, and Tennessee Education Association.

- C. The secretary shall keep all records and record all minutes of all meetings.
- D. The treasurer shall keep an accurate account of all dues and of the monies of the chapter and pay all bills approved by the advisor and officers.
- E. The historian shall keep a scrapbook of chapter events.

Section 4. The advisor of the chapter should act as liaison between the education department of the college/university and the members to maintain an open line of communication between the students and faculty. He/she shall be a member of TEA/NEA.

**ARTICLE II
Purpose**

The purpose of this organization shall be: To interest capable men and women in education as a lifelong career, to develop among students preparing to be teachers an understanding of the teaching profession through professional associations, to give students preparing to teach practical experience in working with professional associations on the problems of the teaching profession and society and to provide students preparing to teach with the history, organization, policies, ethics and programs of the professional associations.

**ARTICLE V
Committees**

- Section 1. The chapter shall have the following standing committees:
- A. Membership
 - B. Program and Events
- Section 2. Special committees may be established by the officers for the purpose of accomplishing a specific task within a limited period of time.

**ARTICLE III
Membership and Dues**

- Section 1. Membership: Any student planning a career in education is eligible for membership.
- Section 2. Unified Membership: All members shall join the local, state and national associations.
- Section 3. Dues: Members shall pay the annual dues which are established by the local, state and national associations.

**ARTICLE VI
Amendment of the Bylaws**

These bylaws may be amended by a 2/3 vote or a quorum; the quorum must consist of not less than 25 percent of the chapter members. This amendment shall not conflict with state or national constitutions.

**ARTICLE IV
Officers and Advisors**

- Section 1. The officers shall consist of president, vice president, historian, secretary and treasurer.
- Section 2. The officers shall be elected at the end of the spring semester and shall serve for a term of one year.
- Section 3. Duties:
- A. The president or his/her designee shall represent the chapter at state level meetings when necessary. He/she shall appoint all committees and shall perform all other duties of his/her office.
 - B. The vice president shall act as an aide to the president and shall perform the duties of that office in case of his/her absence. He/she shall ascend to the presidency in case of vacancy.

**ARTICLE VII
Procedures**

Robert's Rules of Order Newly Revised shall be the authority on all questions of procedure not specifically stated in this constitution and bylaws, or determined by the action of the officers and members at any regular chapter meetings.

SAMPLE AGENDA FOR ORGANIZATIONAL MEETING STEA / NEA

SAMPLE BUSINESS MEETING AGENDA

1. Call to order
2. Information on STEA/NEA Program and local chapter
3. Questions about STEA/NEA
4. Vote on local dues (state STEA dues are \$10.00 and NEA dues are \$15.00.)
5. Fill out enrollment forms
6. Pay dues – write checks to the local STEA unit. TEA cannot accept individual dues if there is a local chapter.
7. Approve bylaws, either tentative or permanent (see sample constitution)
8. Elect officers:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Historian
 - F. Other
9. Appoint committee(s):
 - A. Membership
 - B. Program
 - C. Goals
 - D. Scrapbook
 - E. Resolutions
 - F. Public Relations (Bulletin Boards, Posters, Speakers, T-Shirts)*
*Some chapters find it effective to have a public relations officer.
10. Other business
11. Committee members meet briefly
12. Adjourn

Meeting body _____ Date _____

Place _____ Date _____

ORDER OF BUSINESS

1. Call to order
2. Reading and approval of minutes
3. Reports of committee chairpersons
4. Special reports
5. Old business
6. New business
7. Arrange next meeting

Date _____ Time _____ Place _____

8. Adjournment

MEETING NOTES:

Membership Promotion Ideas

Membership growth does not just happen. Members themselves must work to increase the numbers in their organization.

If you believe in STEA, you should want your friends and colleagues to have the same opportunities that you have to improve yourself and our profession. The more members a local association has, the greater impact it will have on improving your skills and your chances for success as a teacher. If you need additional help for membership recruitment after reading this, call your STEA coordinator.

Hint #1: Discuss and PLAN membership drives with your chapter officers and advisor.

Hint #2: Continue your campaign throughout both semesters.

Hint #3: Freshman Orientation – Attend all freshman and transfer orientation sessions and speak briefly about STEA. Arrange with the appropriate campus contacts to allow STEA/NEA local chapter members to serve as campus guides or host student group representatives. Remember, freshmen recruits can give four years of continued support to our local chapter. After all, it's never too soon!

Hint #4: Obtain a list of education majors and consider the following:

- Send a letter to each education major from the president and advisor of the local Student TEA chapter welcoming them to the campus and inviting them to join. A small committee of your members could have a work session with refreshments and have fun as well as preparing the letters for mailing.
- Use technology and social media to engage potential members.
- Telephone each one telling them you hope they will join.
- “One-on-one” is far more effective than mass communication.
- “Two-on-one” approach – two STEA members talk to one non-member.
- Use buddy system – each member is assigned a freshman to contact and encourage to join.
- Contact each education faculty member and ask for help in recruiting members. Ask if someone can speak to their classes about STEA.
- Contact those who are preparing to student teach in the near future, but have yet to join STEA.

Hint #5: Signs – Signs – Signs – everywhere!

Hint #6: Try announcements at highly attended events.

Hint #7: Use student newspapers for publicizing activities, want ads and advertising for members.

Hint #8: Prepare bulletin boards or displays to publicize STEA activities.

Hint #9: Apply for a grant through the NEA Aspiring Educators to fund activities.

Hint #10: Remember, YOU are the STEA!

Tips for Successful Membership Recruitment

1. More students will join because you are interested in them, than for all the facts we may know about the organization. They are not buying the organization, but rather what it will do for them.
2. Remember that people join for their own reasons, not for ours. The best promoter of membership is an enthusiastic member. Let it be known that you are proud of STEA and you believe it is a great organization. Let people know that you believe that STEA does make a difference.
3. Contact prospects in person, one-on-one. Contact them when they are alone, rather than in a group. Best results are obtained from personal contact. Personal contacts should be followed up with phone calls and personal notes.
4. Timing is important. People are most likely to join:
 - When a major activity occurs;
 - When they are new to the campus and/or education program;
 - When they are helped with a problem they've had;
 - When they are already “joiners”; and
 - When asked and asked and asked and asked.

5. Take a few minutes to plan your contact. Review the use of open-ended questions and listening skills and ask yourself:

- What do I know about this person (prospective member)?
- What is the purpose of this contact?

6. Remember that your job is to listen, not talk, until you find out all you need to know about the prospective member. Ask questions which start with who, what, where, when, why, and how. Listen to the answers! Find out:

- What the prospect knows about STEA;
- What his/her concerns, questions, and needs are;
- What his/her objections, if any, are; and
- How STEA can fill his/her needs.

7. Prepare yourself with information about the benefits of membership, etc. Know where to get additional information should you need it. Talk about STEA in terms that would answer the question: “What will STEA do for me?” Use what you have learned about the prospective member to determine what to highlight about the Association.

8. Keep in mind that you don't have to know all the answers. Find out the questions, concerns and needs of a person and get back to her/him with further information. Often it's more important that you cared enough to follow through with what you promised than that you provided the information. You may also ask a more knowledgeable leader or staff person to follow up on your contact.

9. If you need someone to assist you or to make a follow-up contact, decide who the best person is. When members are informed about who the members and potential members are, they are often willing to make recruiting new members a team effort, especially with individuals they know.

10. When talking about dues, stress the benefits of membership and the rebate program. Under the rebate program, student members receive \$20 for each year of membership up to a maximum of 4 years/\$80 when they join the association in their first year of teaching employment. (Form Appendix K, page 39)

11. Use printed material selectively. Hand deliver materials. Point out specific information which responds to the prospective member's interests. Write a personal note to go along with it.

12. Positive attitudes produce positive results. Be positive; expect everyone to join. Let the prospect be the one to tell you otherwise.

13. If someone shows an interest in joining, try to get her/him to join immediately.

14. If there is any uncertainty in “closing” membership recruitment, remember the basics of closing – remind the prospect: “Here's what we are; here's what we do; here's what we can do together; here's what the dues are.” Then ask, “Will you join us?”

15. Set goals for your group and for yourself.

16. Much more comes through, to the potential member, than just words we speak. It's been said that only 7% of our message comes from our words; 38% comes from our tone of voice and how we say the words; and 55% comes from other nonverbal messages we send with our facial expression, body language, etc.

17. After a person joins, express appreciation and tell him/her what he/she can expect. Do not promise anything that can't be delivered. Immediately after someone has joined is the perfect time to help get the person involved. Do what you can to make every member, especially every new member, feel good about his/her decision to join

Registration Day Ideas

It is important to let students know about STEA/NEA as soon as possible. Some chapters have successfully tried the following:

- Membership booths at registration.
- Peer support booths at registration to answer questions about registration, classes, etc.
- Continuous video shown in registration area (Videos available through TEA).
- Big Brother/Big Sister for freshmen or Adopt a freshman.
- STEA Flashmob

STE A Program & Member Benefits

Organizing a Campus Chapter

Membership Recruitment

Awards / Grants / Scholarships

Award / Scholarship Recipients

- Special parties for newcomers – ice cream socials, pizza, etc.
- Festival booths are sure winners and can draw unusual attention when creatively applied. Show a slide program about the achievements and successes of your state and/or local STEA/NEA program. Give your festival booth an attention getter title. Be sure to decorate your booth with STEA/NEA pamphlets ready to be distributed to any curious passerby.
- Bulletin board displays or fliers. This may spark interest among members and non-members.
- Have each member bring one potential member to membership events, such as meetings with guest speakers. A few days later contact each potential member about joining.
- Workshops on an education issue, invite all education students.
- Invitation to all education students to the state leadership conference; those who wish to attend should be members, if they are not already a member.
- State or national officers, or staff members, visiting your campus for one or two days, arrange for him/her to speak to all education classes. During the visit, set up a membership table in the education building or campus student center.

Have a “Bring a Friend” Meeting

A party or cookout is a great way to welcome back old members and entice non-members to come find out what STEA/NEA is all about. Publicity of the event is the key to its success. Fliers and posters are a good start, but to ensure that the majority of students hear about the activity, visit each education class or email all teacher education majors.

- Whether you choose a party, cookout, or a tea for your first get-together, remember to keep it light and enjoyable. If you decide to have a guest speaker, be sure the subject will interest prospective members and KEEP IT BRIEF. A casual information session and a time for questions and answers concerning STEA/NEA should be part of the activity.
- Set up a display in the student center, cafeteria and education department. Let everyone know what STEA/NEA is! Take advantage of campus mail. Put an eye-catching notice of the meeting in boxes.
- Have student leaders man the doors of the education building during the first week of classes asking question, “Have you joined the STEA?”
- Make a large banner that can be attached to the front of the education building which says, “Join STEA/NEA Now!” This sign could be used each quarter or semester.
- At a watermelon cutting or chili supper for education majors, give out information and membership forms. Be sure to tell them about discounts and special services to members.
- Membership giveaways: Stuff membership packets with “freebies”. Contact local restaurants and stores for discount coupons; collect pencils, key chains, and notepads from local banks, insurance agencies and other businesses and then give them to members as they join. Merchants are more than willing to participate because of the free advertising.
- Target secondary and special education majors – STEA/NEA is not just for elementary education.
- Convince your roommates and friends to join; go door-to-door in the dorms with another member to sell memberships; make posters and fliers to publicize STEA.
- Tell local officers about your needs and concerns so that they can make productive communication materials (posters, fliers, school newspaper articles) as well as encouraging campus radio stations to air STEA public service announcements.
- Plan a public relations program to tell students about STEA.
- Sponsor a party for the committee and the new volunteers at which you set goals. For example, you can ask each person to get two new members within two weeks. Announce that you will present an award to anyone who is responsible for five memberships or more. Throughout the campaign, keep in touch with recruiters and assess both strategies and accomplishments.
- Invite prospective members to the first meeting and talk informally about the organization. Display the chapter website/scrapbook and serve refreshments at the close of the meeting.
- Saturate the campus with information—put notes in mailboxes, have officers visit classes to make announcements, and target dorms.

Recruitment Dos and Don'ts

DO

- Be sure you are a member.
- Have membership applications with you.
- Know your prospective members.
- Listen carefully to their biggest interest.
- Stick with one issue if they are interested in it.
- Be prepared to answer predictable questions.
- Work in pairs when possible, (two-on-one).
- Give office room number and/or phone number where officers can be reached.
- Get names and phone numbers of interested students.
- Be enthusiastic and well informed.

DON'T

- Flatly contradict. (Instead try, “That seems to be a common misconception. Actually STEA/NEA does.....”)
- Enter into arguments.
- Give up after one try.
- Deal in personalities.
- Argue in front of a group, or speak in any way which would embarrass your prospect in front of others.

Why Should all Education Majors Join the STEA / NEA Program?

You will learn and share with others majoring in education.

The STEA/NEA program is made up of thousands of college students preparing to become teachers. You will receive professional publications. STEA is an affiliate of the Tennessee Education Association, a 40,000+ member education organization.

It will help you get a job.

STEA/NEA provides interview workshops, job kits and information comparing salaries in Tennessee school systems and systems across America.

Your rights will be defended.

If you are observing or tutoring in a class, STEA/NEA liability insurance protects you against legal charges. You are covered by a \$1,000,000 liability insurance policy every time you are required to observe or help in a classroom.

You will save money.

By joining the STEA/NEA program, you are eligible for a number of discount programs on insurance, credit cards, hotels, restaurants, theme parks – and many more!

You will have fun.

The local chapter, made up of many friendly students, sponsors social activities throughout the year.

You will gain professional experience and opportunities to learn more about teaching.

STEA/NEA program offers its members many opportunities to get involved and earn local, state or national recognition. Members have the opportunity to apply for annual scholarship awards.

Both pre-service (education majors) and in-service (current) teachers should be active members of their professional organization. STEA, TEA and NEA are the professional organizations for Tennessee's educators.

STEA Program & Member Benefits

Organizing a Campus Chapter

Membership Recruitment

Awards / Grants / Scholarships

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Give Freshman or Sophomores Lots of Attention

1. Give him/her a letter before school begins in the name of the association (see sample letter, page 12).
2. Work almost solely through personal contact.
3. Show him/her you are ready to listen to his/her problems and answer his/her questions – all of them.
4. Give him/her the practical information he/she needs. Some suggestions:
 - A. List of area bookstores
 - B. Transportation information
 - C. Reminders of services available to members
 - D. Football and/or basketball schedules and dates of other athletic events
 - E. List of social events your association is planning
 - F. Information about your intramural sports teams

Programs and Projects Activities Honoring Education Faculty

1. Apples to the teachers – on small campuses this could include all faculty; on large campuses it could be just education faculty.
2. “Apprentice for a Day” – STEA members would work for a teacher.
3. Teacher Appreciation Week – Each student in the STEA/NEA chapter draws a faculty name, which remains secret until the end of the week. Monday is Apple Day; Tuesday, Letter Day; Wednesday, Gift Day; Thursday, Card Day; and Friday, hold a reception with the revealing of the students to their “appreciated teacher.”
4. Birthday cupcakes, doughnuts or flowers to education faculty members.
5. An idea for your April meeting would be to use the topic “Teachers are Terrific!” The local president could invite a keynote speaker who has been a major asset in the area. This would serve two purposes: First, it would give student teachers a chance to see that the teaching profession is really “terrific,” and second, it would help members see how education is still an admired profession. If the weather is warm, you might even consider having the meeting outside.
6. Nominate your favorite faculty member for the Distinguished Higher Education Award by February 2. Details are available at www.teateachers.org. (See page 14)
7. Reception to honor retiring faculty members and/or cooperating teachers of student teachers.

A mailbox for your local chapter could greatly improve communications because there's no need to constantly change addresses. On some campuses, it's just a matter of asking the right university official for a permanent mailbox assignment for the organization.

Many chapters have an office or a room on campus where officers and committees can work and where members can get answers to questions. An office provides stability for chapter files and gives the organization prestige on campus. **Is there a place on your campus that your aspiring educators program can call home?**

Community Projects

1. Tutoring programs.
2. Volunteer aides.
3. Volunteer work – hospitals, senior citizens' centers, day care centers.
4. Treasure shop, book exchange, music exchange.
5. STEA chapter invites disabled children to campus for one full day. A STEA member serves as one child's host; they eat together, swim and play games.
6. Plan monthly visits to a local daycare center or a hospital to read to children.
7. Christmas – dress up like Mr. and Mrs. Claus or elves and give a Christmas party for underprivileged children. Try some caroling. Have a Christmas party for one selected class in the local school system.
8. Provide a harvest basket for a needy family.
9. Cinco de Mayo – plan a schoolwide festival.

10. Send valentines to education faculty members, or give a valentine party at a rehabilitation center.
11. Participate in an early experience program by observing and assisting in a public school classroom.
12. Community service project(s) in local public schools.
13. Work with local FTA chapters to be tutors, clean up play grounds and honor teachers.

Speaker Ideas

1. Who pays the bills for public schools? There's probably a faculty member on campus or someone from the public school system who would speak on school finance.
2. Contact the local TEA/NEA affiliate in your area (See Appendix G, page 31). Let the leadership know you would like to get involved and attend a local meeting. Ask for help and advice on your projects and speakers.
3. Exceptional children are a part of every classroom. Contact the local education agency in your area for a specialist to provide the chapter with some good pointers.
4. FCPE – what is it? Contact TEA to have a speaker explain the Fund for Childrean and Public Education and the impact of legislative decisions on public schools.
5. Human relations is a goal area identified by the NEA Aspiring Educators. Invite someone to speak or investigate and discuss the bilingual or multicultural education programs or gender role stereotyping in the public schools.
6. Want to inform your chapter about its parent groups–The STEA/NEA Program? Invite TEA Board member from your area to help explain the connections. (See Appendix F, page 30)
7. Study the publications from the NEA Aspiring Educators as to the issues to come before the NEA Student Representative Assembly. Contact a state delegate or state president and share your ideas so they can represent you accurately.
8. For your senior members, interest in certification requirements increase at this time. The State Department of Education could provide a speaker on this topic, as well as TEA's Coordinators of Instructional Advocacy.
9. Ever wonder what the general public thinks of teachers and education? A panel composed of the news media representatives, businessmen, and community leaders may be interesting.
10. A juvenile court judge as a speaker may offer new insights about students and law enforcement agencies and some of the major problems teachers face.
11. Invite a leader from the local education association to talk about the Collaborative Conferencing Act and how this process is handled in the district.
12. Is comparative education a topic of interest? Invite foreign students on your campus to share their educational experiences with you and how teachers are recruited, return and viewed in their country.
13. Parent conferences need not be a frightening experience. A panel composed of parents, teachers and administrators may shed some light on the subject. Role playing can be helpful, too. TEA offers a workshop on communicating with parents.
14. What's it like being a first year teacher? A panel of first year teachers from your campus would probably be more than willing to tell you the real story. Invite the New Teacher member on the TEA Board of Directors
15. Child abuse will probably be evident in your classroom at some time. Contact a school nurse, social worker or the county attorney to learn your responsibility.
16. School principals to speak on “Teaching from a Principal's Perspective.”
17. Personnel officers, “What We Look for in Teachers” and “How to Interview for a Job.”
18. Inclusion for students with special needs.
19. School counselors, “Accessing Supplemental Services for Students.”
20. Standardized testing and accountability.
21. Present a public program during American Education Week and have as a guest speaker a member of the TEA Board of Directors.
22. Have a respected retired teacher to give a talk on “Teachers Make the Difference.”
23. How to be successful on the Praxis exams. (Contact TEA)

STEA Program & Member Benefits**Organizing a Campus Chapter****Membership Recruitment****Awards / Grants / Scholarships****Award / Scholarship Recipients****Chapter Activities**

1. Have members of your chapter write a creative teaching tips booklet.
2. Recognize graduating seniors or student teachers at a social function.
3. Have (BYOS) – “Bring Your Own Sandwich” to lunch meeting and the local chapter provides the drink.
4. Does your chapter have some input into the evaluation of your teacher preparation program? Contact your college and departmental administration to get the communication lines open.
5. Have a booth at the Organizational Fair.
6. Initiate a Secret Pal Week for new students interested in education.
7. Have a STEA/NEA chapter display or float for homecoming.
8. Your membership probably has some talent you don't know about. Why not set up some mini-courses for your own chapter? Or, why not a chapter talent show?
9. Make arrangements for members to attend a school board meeting in your surrounding area. It could be an eye-opener.
10. Collect pictures of good bulletin board ideas from school visits. Maintain a digital scrapbook of ideas for student teachers.
11. Plan a visitation or “field trip.” Here are some suggestions: TEA Headquarters, State Department of Education, State Board of Education, a rural school or an inner city school.
12. During the fall and spring semesters, the STEA and Education Department could sponsor an appreciation tea for the area principals and cooperating teachers who work with student teachers. STEA officers could serve and greet guests.
13. Sponsor an “Outstanding Student Teacher Award.”
14. Adopt a classroom and provide field trips, sponsor seasonal parties, assist in the classroom and prepare home made educational games for school-age children.
15. Grant a chapter scholarship.
16. Help organize a FTA chapter in your area.
17. Design campus tours for FTA chapters and other programs that involve Pre-K – 12 students.
18. Award a door prize to the lucky name drawn at the end of an Association meeting.
19. Write letters to the editor about the great things.

Tutorial Services

Remember when Education 101 didn't seem so easy? A surprising number of your fellow education students can benefit from extra help, and who better to offer it than you? Now that you and other campus chapter members are well-versed in your major subject, a great membership idea awaits your chapter in offering a tutorial service!

Once you have enlisted the help of interested, knowledgeable members, notify the administration of your chapter's willingness to help. Most administrative systems keep student-tutor records, and will supervise, advise and even train tutors. Don't be selfish with all that wisdom you've stored up. In aiding other education students, you can increase the STEA/NEA visibility on campus and support future colleagues.

Educational Programs

- | | |
|------------------------------------|-------------------------------------|
| 1. Group field trips | 5. Seminars on study skills |
| 2. Guest speakers on certification | 6. Seminars on teacher rights |
| 3. Curriculum areas | 7. Workshops on professional issues |
| 4. Teaching strategies | |

Political Involvement

1. Promote voter registration. (Are you registered?)
2. Distribute information and literature dealing with education.
3. Invite key politicians to speak on education issues.
4. Study the role of the State Board of Education and how politicians impact the classroom.
- 5 Study the Tennessee Education Association Fund for Children and Public Education (TEA-FCPE) Bylaws.
6. Sign up to be a member of the TEA G-R-E-A-Team.
7. Attend local school board meetings.

Local Workshop Ideas

- | | |
|------------------------------------|-------------------------------------|
| 1. Mock employment interviews | 7. Legal issues in education |
| 2. Resume and Portfolio building | 8. Creative dramatics |
| 3. Panel discussion on key issues | 9. Classroom discipline/management |
| 4. Art idea exchange | 10. Human relations |
| 5. Hands-on teacher made materials | 11. Public relations |
| 6. Teaching strategies exchange | 12. Test taking or Praxis workshops |

Bulletin Board Ideas

- | | |
|---|-------------------------------------|
| 1. Join STEA | 9. Scholarships / Grants |
| 2. American Education Week | 10. Read Across America (Dr. Seuss) |
| 3. Job Placement | 11. Character Counts |
| 4. STEA/NEA Aspiring Educators promotion | 12. Curriculum Awareness |
| 5. Local Chapter Activities | 13. Black History Month |
| 6. National Teacher Day | 14. Diversity |
| 7. Upcoming Events (Lobby Day, workshops, etc.) | 15. Teacher or Faculty Appreciation |
| 8. Member Benefits | 16. Student Teachers |

Fundraising Ideas

1. Work concession booths at ball games.
2. Make and sell holiday ornaments.
3. Show movie “greats” – check your library to determine movies available for fundraising events.
4. Use local musicians and music ed students for entertainment. Serve a light snack and charge admission.
5. Sell doughnuts, T-shirts, pies, cakes, candy, etc.
6. Sponsor a pie-throwing contest.
7. Sponsor a street fair.
8. Sponsor a student auction.
9. Borrow or rent a dunking machine – line up faculty and/or students to sit – this could be very profitable.
10. Sponsor a car wash.
11. Sponsor a fashion show.
12. Duplicate project ideas (skill folders, games, bulletin boards, etc.) turned in during the method's courses. These booklets are sold at STEA meetings and to education students.
13. Sponsor a picnic or cookout.
14. Sell bumper stickers with educational slogans.
15. Auction handmade teaching games.
16. Sponsor a Halloween house.
17. Make and sell buttons.
18. Sponsor a book fair (scholastic books).
19. Organize a talent show.

**Sample Speech for Education Classes
and Potential Members**

STEA members are entitled to special benefits. Members are given the opportunity to apply and compete for numerous scholarship awards.

As an individual member you are automatically covered by a \$1,000,000 liability insurance policy. This policy covers you any time (NOT just when student teaching) that you are assigned by your college faculty to be in a Pre-K – 12 classroom/school. If one of the students in that classroom was injured and you were sued, you would be covered by the policy.

Members will automatically receive quality education publications. You will receive *NEA Today*, published by the National Education Association, *teach*, published by the Tennessee Education Association, and our STEA newsletter, the *STEA Advocate*. In January, members who joined prior to November will also receive valuable job-hunting information in the NEA Aspiring Educators journal *Tomorrow's Teachers*.

Members can take advantage of annual leadership conferences and professional development around topics such as PRAXIS, classroom management and a host of others. Other benefits are the discounts available through the TEA/NEA, for example: credit cards, vacation/travel discounts, auto insurance, online courses, restaurant discounts and accidental death and dismemberment insurance.

Probably the most important benefit of membership will be in the area of personal and professional growth and being part of a collective voice. If you are active, you'll grow as a leader, an organizer and a person. This type of growth is important because you want to be the best possible teacher you can be.

**Sample Letter of Welcome to Education Majors
Especially Freshman or Sophomores**

Dear (Education Major):

Welcome to _____. In just a few days you will join other students who are preparing to become teachers in the College of Education. As a student in education, you are invited to join the pre-professional association – the Student Tennessee Education Association. Students constantly work through the STEA to improve the teacher education program on campus.

The purposes of STEA as stated in our bylaws include the following:

- To develop in prospective educators an understanding of the education profession
- To provide for a united student voice in matters affecting their profession
- To influence the conditions under which prospective educators are prepared
- To advance the interests and welfare of students preparing for a career in education
- To promote and protect human and civil rights
- To stimulate the highest ideals of professional ethics, standards and attitudes

We are a busy association with big plans for the coming year. One of our most important responsibilities this year will be to keep you informed about how our plans are being carried out. During registration, STEA will have a booth in the Student Union Building. Be sure to stop and let the representative know about your special interests so that we can be kept informed of your ideas and your challenges. Just because you haven't taken a number of education courses yet, don't feel that you can't take part, even if it is a small part, in working with us toward the improvement of education.

We encourage you to ask questions of us as you go through your education courses. We will do everything we can to see that your college years are as rewarding for you as we can make them.

Sincerely,

Your Name, President
Your STEA Chapter
email/phone number

_____ Advisor

P.S. Be sure to ask us about the fun we have – at socials, workshops, and conferences.

Writing to Your Legislators

Letters and e-mails can be particularly effective in influencing legislators' views. Writing to legislators also offers an opportunity to maintain contact and keep your issues on the front burner even when you cannot meet personally.

Writing an Effective Letter

Keep it brief — Keep letters to one page. Try to discuss only one bill or issue in a letter.

Identify yourself — Begin with an introduction of yourself or the organization on whose behalf you are writing. Use a simple statement, such as "I am a third-grade teacher at _____ elementary school" or "On behalf of the members of the _____"

Get to the point — Follow your introduction with a brief statement of your issue or concern, such as "We urge your support for H.R. _____, which will _____." If you are writing in reference to a specific bill, include the bill number. Follow your opening paragraph with a concise explanation of why you support or oppose the particular bill or issue. A few strong, well-thought-out arguments are much more effective than a laundry list of reasons to support or oppose a bill. Whenever possible, use bullet points to outline your arguments.

Relate it to home — Help the legislator understand why your position is important to his or her constituents. Include specific facts about how a bill will impact educators, students or schools in the legislator's district. If possible, include a local anecdote illustrating the problem you are seeking to address. Avoid the use of form letters or generic postcards — use your own knowledge and experience to inform the legislator.

Allow for follow-up — Include specific contact information and offer to act as a resource should the legislator or staff have questions or need additional information. Where appropriate, state in the letter that you will follow up with a telephone call.

Address your letter correctly — See the details on addressing your letter below.

Using Email

Email can be an easy and effective tool for communicating with legislators. The tips outlined above for writing letters to legislators also apply to e-mails: keep them brief and to the point, with facts and anecdotes relevant to the legislator's district.

Avoid informal language — Email to a legislator should be treated as seriously as a written letter. Resist the temptation to use the informal language and symbols often associated with email communications. Never use impolite language or make "demands."

Include your full address and zip code — Make sure the text of your email includes your full name and street address, including zip code. Many legislative offices screen emails for address information identifying the sender as a constituent. Emails that appear to come from outside the district are unlikely to be read and may be blocked by filtering programs.

Addressing Written Correspondence

United States Senators	For Members of the U.S. House of Representatives
The Honorable (full name)	The Honorable (full name)
United States Senate	U.S. House of Representatives
Washington, DC 20510	Washington, DC 20515
Dear Senator (last name)	Dear Representative (last name)

Ten Golden Rules of Lobbying

1. Politics Is Consumer-Driven

Help your legislator understand why your position is important to his or her constituents. Fight where the legislator lives through grassroots organizations at home.

2. Do Your Homework

Know your stuff. Understand your issue, the bill you support or oppose, and the legislative process before you approach your legislator. Know who the players are, who decides what, and which issues are hot at the moment.

3. Information Is Power

The secret is the distribution of information to legislators and their constituents. Be prepared to give the legislator information he or she can use, including what you are hearing from other legislators and from people back home.

4. A Little Professionalism Goes a Long Way

Be credible, honest and trustworthy. Never threaten, lie or conceal facts. Stay calm — if you lose your cool, you lose the case.

5. Be Positive

Always make your case without being critical of others' personalities or motives.

6. There Are No Permanent Friends and No Permanent Enemies

Don't take your traditional friends for granted. Never write off a legislator just because of party affiliation. Don't make enemies of legislators — you may need them as friends in the future.

7. Build a Bond, Not a Gap

Research things you might have in common with the legislator. Use shared values to create easy, friendly, frequent communication with legislators.

8. Be a Partner

Build coalitions and look for allies among other organizations. Be accessible to legislators and other lobbyists if they have questions or need follow-up information. Become known as a reliable resource.

9. Rome Wasn't Built in a Day

Aim for consensus rather than for a "victory." Be willing to settle for making progress toward your goal, getting the bill passed, and fine-tuning it in future sessions.

10. Stay Committed

Remember — you are the expert!! You have a compelling, energizing reason to keep fighting until you get what you need.

STEA Program & Member Benefits

Organizing a Campus Chapter

Membership Recruitment

Awards / Grants / Scholarships

Award / Scholarship Recipients

Distinguished Educator Awards Program (DEAP)

Each year the TEA Instruction and Professional Development Commission gives recognition to outstanding educators through our Distinguished Educator Awards Program (DEAP). Since its inception in 1982, this program has honored classroom teachers, administrators, education support professionals and higher education faculty members for their outstanding service to the profession and to the students of Tennessee. Nominations must go through a rigorous selection process in order to be chosen for this honor.

We strongly encourage STEA chapters to submit a higher education faculty member nomination each year. In the DEAP Higher Education category, there can be one statewide winner each year. All nominees must be a current member of the Tennessee Education Association and may be nominated by your STEA chapter, a TEA member, parent, student or school faculty member. The nomination packet must be submitted via the local STEA chapter or TEA local association president. Complete guidelines and the nomination form are available on the TEA website at www.teateachers.org. The deadline for completed nominations is February 2. Participating STEA chapters will earn 20 points toward the STEA Outstanding Chapter of the Year Award.

All DEAP recipients are honored both locally at their school site and at a spring awards luncheon held at the TEA Building. Each recipient will be introduced to the TEA Representative Assembly via a pre-recorded video and will receive a significant technological gift and engraved trophy.

Additionally, we urge STEA members to become familiar with the Distinguished New Teacher Awards program which is designed to honor new teachers in the first five years of service. The Distinguished New Teacher Award is one way for former STEA members entering a Tennessee classroom to continue their path of educational leadership and advocacy. Guidelines are available at <http://www.teateachers.org/distinguished-educator-award-program/new-teacher-guidelines-and-nomination-form>.

Don Sahli-Kathy Woodall Scholarships

Scholarships will be provided as follows:

A. The first scholarship from the Don Sahli-Kathy Woodall Scholarship Fund shall go to the person elected as president of the STEA. This scholarship shall be in the amount of \$2,000.

B. A second scholarship shall be awarded to a STEA member as follows:

- (1) The student shall be an undergraduate or graduate who is preparing to become a teacher and who is enrolled in a Tennessee college or university.
- (2) Each nominee must be submitted by a chapter of the Student Tennessee Education Association which is affiliated with the Tennessee Education Association. Chapters with fewer than 300 members can enter one nominee; chapters with more than 300 members can enter two nominees.
- (3) All nominees must be received at the TEA Headquarters no later than March 1.
- (4) The President of the Tennessee Education Association shall appoint a three-member committee to select the recipient from the nominations submitted.
- (5) The recipients of the award shall be announced at the STEA Delegate Assembly Convention.
- (6) The scholarship shall be in the amount of \$1,500. It will be paid to the recipient in two equal installments if enrolled in school on a semester basis.
- (7) In order for any chapter to be eligible to enter a nominee, the chapter must make it possible for any STEA member on the respective campus to file an application form with the chapter. Furthermore, the availability of the scholarship must be advertised through bulletin board posters, mailings, or some other conspicuous means so that each STEA member can have access to make application.
- (8) Primary consideration for recipient selection shall be based upon academic excellence, demonstrated leadership abilities, economic need and demonstrated interest in becoming a teacher.

C. Third and fourth place scholarships of \$750 shall be awarded to the runners-up.

D. The Sons and Daughters scholarship is available to a TEA member's child who is a high school senior, undergraduate or graduate student, and is planning to enroll in a Tennessee college or university.

Applications in Appendix C, page 26 & D, page 27 and may also be found at www.teateachers.org.

Communities Redefining Education Advocacy Through Empowerment (CREATE) Grant

CREATE Grants are chapter and/or statewide community service projects that positively promote the NEA Aspiring Educators through strategies designed to enhance public education, increase advocacy and outreach to communities; support younger educators involvement in the Association; and support the development of innovative approaches to engagement. CREATE projects can make a positive difference for communities. Today's students are faced with tremendous obstacles to learning and survival. There is a direct correlation between what happens in communities and what happens in schools. NEA Aspiring Educators members who volunteer in CREATE projects are able to help communities overcome many of the challenges students face and provide them an opportunity to lead productive lives.

Each chapter-only project must involve a NEA Aspiring Educators campus chapter, a NEA local affiliate, and a community organization. Each state-wide project must involve a NEA Aspiring Educators state chapter, the state student leadership, a community in which the project is occurring, community partners, and a NEA constituency (NEA-Retired, ESP, Higher Ed, or Active).

CREATE grants will be awarded for projects that align with the three core values of the NEA Aspiring Educators:

Teacher Quality (up to \$2,000): Projects involving pre-professional development and job preparation. At local meetings and workshops, state conferences, and national symposiums, our members encounter professional development opportunities: guest speakers on classroom management, experts on testing and practitioners sharing tips on smoothly running science labs. Job preparation comes in the form of resume workshops, portfolio tutorials, mock interviews and new teacher panels. Student Program publications and websites share teacher quality information relevant to our members, including certification requirements and resources for working with special needs children. Student members and chapters partner with Local Associations to enhance in-the-classroom opportunities and secure "real world" insights into the education profession. Students shape their college curriculum by serving as change-agents on boards and committees. Our members' involvement in the NEA Aspiring Educators increases their ability to become quality educators.

Community Outreach (up to \$2,000): Projects involving how NEA Aspiring Educators members engage the people and environment around them; making an impact in our communities — locally and globally — and valuing the meaningfulness of such involvement. Our members learn about communicating with parents, experience partnering with local businesses, and find grant support through Chamber of Commerce consortiums. We design and implement projects as diverse as after-school tutoring programs, Harry Potter learning carnivals, and Senior Citizen dances. New teachers who are NEA Aspiring Educators Alumni are more successful in helping their students achieve because they know how reaching out to the community provides them access to material and human resources.

Political Action (up to \$2,000): Projects which includes both the realization that political and legislative issues impact the education world and the initiative to get involved. We celebrate issue awareness around vouchers, IDEA funding, and state-mandated new teacher rights. We share information with peers, family and community. We sponsor voter registrations, getout- the-vote activities, contact elected officials, help elect pro-public education officials, and lobby our local, state and national legislators. By educating each other, organizing activities and publicizing our involvement, we are making an impact.

STEA Program & Member Benefits

Organizing a Campus Chapter

Membership Recruitment

Awards / Grants / Scholarships

Award / Scholarship Recipients

NEA members gain a number of benefits from volunteering in CREATE projects. Student Program members become better prepared for their education careers. Practitioners and future educators have an opportunity to work side by side. The project can enhance the Association's credibility in the community and on campus. NEA's more than 3 million members know that winning community support for schools and universities is an effort that must begin with the Association. Community support is an essential ingredient in any program to achieve excellence. Look upon CREATE projects as an opportunity to make a difference in children's lives, provide a needed community service, and strengthen the Association.

Grant Guidelines

- Teacher Quality: Total - \$20,000 — Grants awarded up to \$2,000 each
- Community Outreach: Total - \$20,000 — Grants awarded up to \$2,000 each
- Political Action: Total - \$10,000 — Grants awarded up to \$2,000 each

All applications must be submitted electronically — no exceptions! Applications must provide contact names and email addresses of the State Student Organizer, Campus Advisor (if applicable) and the primary contact person on the grant. Copies of the application must be sent to all parties listed.

Submission dates are February 1st, June 15th, and October 15th.

Launching a CREATE Project

Launching a CREATE project need not be a grand-scale endeavor. Whether you're sponsoring a onetime holiday party for disadvantaged children; operating a daily tutoring program; providing member pre-professional workshops; or organizing an education/political rally, etc., you are fulfilling a community need. That's what is important.

Members of an NEA Aspiring Educators chapter can establish a rewarding project if members are enthusiastic, willing to put in the time, and committed to following through to the end.

So, you've determined that your local or state chapter is ready. A question may come to mind: How do I initiate the project? Before beginning, assess all the variables. What do you want to do? How many people are willing to help? What materials and financial resources will you need? What will determine success? CREATE is typical of most projects in its initial stages, but its focus makes the project special. Instead of building a birdhouse or running a bake sale, you will be serving the community.

Here are a few suggestions on how to proceed:

- 1. Build interest.** One person can't make a successful CREATE project. Begin by discussing the initiative with your local Association leaders. Place CREATE on your executive committee's meeting agenda. Once you establish interest among your leaders, organize a committee to get started.
- 2. Explore ideas and research.** At the first committee meeting, review the suggested topics for projects included in this guide. Discuss how these or other projects would address local needs. Survey your members' interests. Consider what projects will give student members experiences that they can't get in the formal teacher education program. Talk about projects that would provide positive visibility. Be sure to include your chapter advisor in all discussions. Find out how other NEA local affiliates are involved in the community. PreK-12 teachers, education support, and retired members can be especially helpful in putting your project together. They know the community, and they probably have worked on similar projects. Your UniServ office can help you make contact with these NEA affiliates. Identify social service agencies and community groups. Explore what they do. You may find that they are involved in projects of interest to your chapter. In this case, much of the start-up work is already done.
- 3. Make decisions.** Once you've sifted through the information, decide what type of CREATE project you'd like to launch. Be realistic. Choose a project that your local Association can handle. Decide who will be responsible for what. Determine timelines for development and implementation.

4. Plan and organize. What is necessary to make your project work? Volunteers are a key ingredient. If you have an organized chapter, you simply need to recruit volunteers. You may also need to designate the following positions:

- A project coordinator has responsibility for putting all the pieces together and producing a community-oriented, student-based CREATE project.
- An organizer has primary responsibility for recruiting, training, and retaining project volunteers. This is a big job! The size and scope of the project will determine how best to divide the various functions among your members and other volunteers.

5. Follow-up and evaluate. Be sure to send thank you notes to member volunteers, community contributors, and media contacts. Include copies of any newspaper clippings of the project. Evaluate the project. If you plan to continue it, keep notes on how you can make improvements.

What should you do if you want to initiate a CREATE but do not have an NEA Aspiring Educators chapter on your campus?

- Contact Thomas Leaders at tleaders@tnea.org.

Things to Keep in Mind

1. Be sure your project is coordinated with your state or local education Association. Remember that the project must fulfill at least one of the tenants of the application, teacher quality, community outreach, or political action.
2. The project must include the names of the local Associations (including both the Active and Student chapters) and the community organization(s) involved. Local Associations can be K-12, retired, higher education or education support professional locals.
3. There must be a detailed description of the project that includes a budget. The grant application will be considered incomplete if all required information is not provided. The grant proposal should also include goals, projected outcomes, timeline and an evaluation mechanism.
4. Clearly explain what money you need and how you will use it. Remember, this is a volunteer program, so you may not use the money to pay participants, salaries, or speakers. You may, however, use money to offset some transportation costs. The budget may include expenses for materials, training, resources, publicity, maintenance, and other items specifically related to the project. The Student Program office makes funding decisions and may revise the budget you submit.
5. A copy of the grant application **MUST** be sent to the State Student Organizer, State Association President, State Student President/Chairperson, and the Campus Advisor (if applicable). Failure to do so will cause the application to be incomplete and will not be considered for funding. The grant award should be used for start-up and maintenance. But we encourage you to create a project that can garner additional financial support from other groups as well.
6. Expect to receive a response to your grant application within four weeks. The person responsible for the grant will receive a confirmation if the application has been approved. A copy of the grant evaluation will be provided at that time and must be returned no later than July 1st. If you receive a grant, your NEA state affiliate will remit a check to your local chapter account.
7. Be sure to complete each section of the application. Be specific in your responses. Make sure your project meets all of the criteria. Indicate measurable outcomes and an evaluation component. Finally, don't be afraid to ask for help.

Possible CREATE Project Ideas

You might want to consider the following list for project ideas. Other local volunteer organizations or campus groups may also be a source of useful projects.

- Sponsor an education rally.
- Organize a state-wide Outreach to Teach project.
- Organize a special education awareness series to recruit education majors.
- Organize a unity and awareness event.
- Develop a student leadership award and banquet.
- Organize a statewide organizing effort to establish Future Educator clubs in middle and high schools.
- Sponsor a leadership conference in conjunction with a local school district to recruit minority students into education.
- Present a "Bringing Teaching To Life" event through your College of Education.
- Promote the teaching profession through forums, workshops or campus conferences.
- Sponsor a book drive.
- Conduct a fundraiser for school supplies and materials.
- Work with a center for at-risk children.
- Get involved in a drug abuse prevention program.
- Volunteer in an adult learning program.
- Start a literary circle.
- Volunteer to help with programs such as the Special Olympics.
- Have a fundraiser for an established organization such as the March of Dimes.
- Sponsor a Big Brother/Big Sister program.
- Host skill-building seminars on topics such as baby-sitting, childcare, or conflict resolution.
- Work with Boy Scout and Girl Scout troops.
- Work with enrichment centers for gifted and talented students.
- Visit the local hospital's children's ward and read to children.
- Adopt a Classroom.

Discuss these ideas with your volunteers. The projects listed here may spark an idea for a project that is more appropriate for your community. Remember what is most important. Your goal is to make a difference in your community.

Don Sahli-Kathy Woodall Scholarship Winners

2021 Recipients

President (\$2,000): Autumn (Nikki) Belcher — Lincoln Memorial University
 \$1,500 Winner: Will Crawford — University of Tennessee at Martin
 \$750 Winner: Alexis Wynn — King University
 \$750 Winner: Hannah Harosky — King University

2020 Recipients

Derrick Sanders – Tennessee State University
 Christopher Heath – King University
 Rachel Durham – Union University
 Jenah Cooper – King University

Outstanding Student TEA Chapters

The STEA will identify its most outstanding local chapter(s) through a point system. Those chapter(s) accumulating the most points will be recognized at the annual state convention.
 (See Appendix B, page 21 for details.)

2019 Winner

Tennessee State University — First Place
 Union University — Second Place

2018 Winner

Tennessee State University — First Place

Elaine Jewett Outstanding Membership Awards

The three STEA chapters having the largest increase in membership will receive the Elaine Jewett Membership Awards. Ms. Jewett was student program coordinator for TEA for many years.
 This award is given in her memory as a tribute to her outstanding devotion to the students she loved and served so well.

2019 Winners

Roane State Community College — First Place

2018 Winners

University of Tennessee at Knoxville — First Place
 Tennessee Technological University — Second Place
 Pellissippi State Community College — Third Place

Spirit Award

Presented for quality participation and enthusiasm at the Fall Leadership Conference.

2018 Winner

Carson-Newman University

Scrapbook Awards

At the STEA Spring Convention, awards will be given to the three chapters with the highest quality scrapbooks. (Criteria in Appendix C, page 25)

2020 Winner

Union University — First Place

2018 Winners

Pellissippi State Community College — First Place
 Tennessee State University — Second Place
 Austin Peay State University and University of Tennessee at Martin — Third Place

STUDENT TENNESSEE EDUCATION ASSOCIATION CONSTITUTION

ARTICLE I — NAME

Section 1 The name of this organization shall be the Student Tennessee Education Association (hereinafter referred to as the Student TEA), properly affiliated with the Student National Education Association. The state headquarters is located at 801 Second Avenue North, Nashville, Tennessee, 37201-1099. The national headquarters is located at 1201 Sixteenth Street, NW, Washington, D.C. 20036.

ARTICLE II — PURPOSES

- Section 1 To interest capable men and women in education as a life-long career and to encourage selective standards for persons admitted to approved programs of teacher education.
- Section 2 To develop among college students preparing to be teachers an understanding of the teaching profession through active participation in the work of the local, state and national education associations.
- Section 3 To acquaint students preparing to teach with the history, ethics, organizations and policies of the local, state and national education associations.
- Section 4 To give students preparing to teach practical experience in working together and in working with local, state and national education associations on concerns of their profession and society.
- Section 5 To provide a forum for preparing-to-teach students to discuss their teacher education preparation and to have an impact upon the profession.

ARTICLE III—AFFILIATION

- Section 1 The Student TEA shall be chartered under the direct authority of the Tennessee and National Education Associations. It shall be affiliated with the TEA Commission on Instruction and Professional Development (IPD) with the Student TEA president as a voting member of said commission.
- Section 2 This organization shall adhere to rulings and decisions of the Student TEA as it fits into the framework of the TEA Representative Assembly, Board of Directors and the Student NEA Representative Assembly.

ARTICLE IV — MEMBERSHIP

- Section 1 Membership is designed for those students who plan to make education a career.
- Section 2 All students enrolled in an accredited college are eligible for membership in this organization. The college may be accredited by the State or regional agency or the National Council for the Accreditation of Teacher Education.
- Section 3 All members must maintain the same scholastic average required by the college for admission to and retention in its Teacher Education Program.
- Section 4 Membership is limited to persons who maintain membership in the local chapter and in the Student National Education Association.
- Section 5 Membership is limited to persons who have never been eligible for active membership in TEA/NEA.

ARTICLE V — PARLIAMENTARY PROCEDURE

- Section 1 All proposed amendments shall be filed in the state office and with the secretary in writing one month prior to being introduced at an annual meeting.
- Section 2 The secretary shall inform the chapter presidents and advisors of all proposed amendments.
- Section 3 These articles shall be amended by a majority vote of the membership present at the Delegate Assembly meeting.

STUDENT EDUCATION ASSOCIATION BYLAWS

ARTICLE I — STATE OFFICERS AND THEIR DUTIES

- Section 1 The president shall preside at all meetings of the STEA, and serve as an official member of the TEA Board of Directors.
He/she shall have the power to appoint committees, and shall serve as a voting member on the TEA Commission on Instruction and Professional Development (IPD), and shall attend the Student NEA Representative Assembly.
- Section 2 There shall be three vice presidents: one from East, Middle and West Tennessee. Each vice president shall serve as membership chairperson of their region, and serve as regional directors.
- Section 3 The secretary shall record the proceedings of all meetings of the STEA and of its Executive Board.
- Section 4 In the absence of a president, or vacancy of the president, the president-elect shall serve the remainder of the term.
- Section 5 In absence of a STEA officer, the remaining STEA officers shall appoint a replacement.
- Section 6 There shall be at least two ethnic minority members on the STEA Executive Board. If after the election of officers this requirement is not fulfilled, the delegates will then conduct an election to fulfill this requirement.
- Section 7 After the elections are conducted, if there is not a representative from a college with under 50 members, one will be elected to the board.
- Section 8 State officers shall be voting delegates to the STEA Spring Delegate Assembly.
- Section 9 President-elect will participate in state officer meetings and work with the current Student TEA president to preserve leadership continuity to the STEA.
- Section 10 President-elect shall attend the NEA Student Leadership Conference.

ARTICLE II—EXECUTIVE BOARD

- Section 1 The Executive Board shall be composed of the elected officers of the STEA.
- Section 2 The Executive Board shall serve in the capacity of planner and coordinator for the work of the Student TEA. It shall consider proposed amendments.

ARTICLE III — ELECTIONS

- Section 1 Each local shall have an allotment of votes as designated in the STEA constitution. The local may have no more votes than its allocation. However, no person may cast more than one ballot.
Example: Union – Allotted 3 votes, 5 present, 3 votes cast
UTM – Allotted 4 votes, 2 present, 2 votes cast
- Section 2 Votes will be allocated as follows:
- | | | | | | |
|-----------------|---|---------|------------------|---|----------|
| 1–75 members | = | 3 votes | 251–300 members | = | 8 votes |
| 76–100 members | = | 4 votes | 301–400 members | = | 9 votes |
| 101–150 members | = | 5 votes | 401–500 members | = | 10 votes |
| 151–200 members | = | 6 votes | 501–600 members | = | 11 votes |
| 201–250 members | = | 7 votes | Over 600 members | = | 12 votes |
- Section 3 Students seeking an office may mail out literature about themselves at their own or their chapter's expense. This will be limited to three mail-outs.
- Section 4 There will be open nominations.
- Section 5 Each candidate will be given a total of three (3) minutes to present himself/herself. Candidate may use the time as she/he desires.
- Section 6 The election shall be by secret ballot.
- Section 7 Election shall be by majority vote (any number larger than 1/2 of the total). If a run-off is required, the two candidates receiving the largest number of votes will be in the run-off.
- Section 8 After all elections are conducted, if there are not two ethnic minority officers, an election will be held to fulfill this requirement. This position(s) will be that of Executive Board Member.
- Section 9 The STEA president-elect will be elected at the Spring Delegate Assembly.

ARTICLE IV — DELEGATES TO NATIONAL REPRESENTATIVE ASSEMBLY

- Section 1 There shall be open nominations from the floor at the fall conference for delegates to the National Representative Assembly. Write-in nominations are to be sent to the state coordinator by December 15. The election shall be conducted by secret ballot sent to each school. Biographical information from each nominee is due to coordinator by December 15.
- Section 2 The number of delegates allowed shall be determined by the total membership as of March 15.

ARTICLE V — DELEGATES TO TENNESSEE REPRESENTATIVE ASSEMBLY (TEA-RA)

- Section 1 The STEA shall be entitled to one delegate for each two hundred fifty (250) student members or major portion thereof based on the STEA membership as of March 15.
- Section 2 Nominations shall be made by STEA chapters. There shall be open nominations from the floor at the fall conference. Write-in nominations shall be submitted by December 15 to the state coordinator and bear the signature of the chapter president and advisor. All nominees must complete a Delegate Nomination Form.
- Section 3 The appropriate number of nominees receiving the largest number of votes shall be declared delegates. Successor delegates shall be chosen in the order of the number of votes received by those who were not elected.

ARTICLE VI — TERM OF OFFICE

- Section 1 All elected officers shall assume their duties officially on June 1, following the spring assembly, with the exception of the president's term on the TEA Board, which shall be assumed on July 1.
- Section 2 A term shall consist of one school year.
- Section 3 An officer may be reelected for one term only.

ARTICLE VII — MEETINGS

- Section 1 The annual convention and delegate assembly of the STEA shall be held in the spring.
- Section 2 The STEA shall hold a conference for officers and advisors in the fall.

ARTICLE VIII — ADVISORS

- Section 1 The advisor(s) of the STEA/NEA organization must be a member of the United Education Profession.

ARTICLE IX — DUES

- Section 1 All members of the STEA shall be required to pay annual dues as prescribed by the constitutions of the Tennessee Education Association, the Student NEA and the local chapter.

ARTICLE X — COMMITTEES

- Section 1 Standing and special committees shall be appointed by the president as needed.
- Section 2 The president is an ex-officio member of all standing and special committees.

ARTICLE XI

- Section 1 All items with STEA wording and/or logo sold at the STEA Assembly must have prior approval of the Executive Committee.



Student Tennessee Education Association

2021 – 2022
MEMBERSHIP FORM

FOR OFFICE USE ONLY



Student Tennessee Education Association



MEMBERSHIP FORM

Name: _____ Social Security Number: - - _____
(LAST) (FIRST) (MI)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Personal Email Address: _____

Year in School: Freshman Sophomore Junior Senior Graduate Other

Are you student teaching this year: Yes No

College or University: _____

Area of Certification: _____

Anticipated Month and Year of Graduation: _____ Date of Birth: _____

Ethnicity:

- American Indian / Alaska Native
- Black
- Hispanic
- Caucasian (not of Spanish origin)
- Asian
- Native Hawaiian / Pacific Islander
- Multi-Ethnic
- Other
- Unknown

<u>STE A Dues Amounts</u>	
National Education Association:	\$ 15.00
Tennessee Education Association:	\$ 10.00
Local Education Association:	\$ _____
Total Amount:	\$ _____

Please return this completed form to your chapter advisor.

OUTSTANDING STEA CHAPTER FORM

March 1, 2021 – March 1, 2022

All projects/activities must be supported by documentation.

Must be postmarked by March 15. You may use additional paper for comments.

LOCAL CHAPTER _____

DATE _____

POINTS PER PROJECT/ACTIVITY	<u>NATIONAL</u>	MAXIMUM
2 _____ Activities for American Education Week (2 per activity)		10
A _____		

B _____		

C _____		

D _____		

E _____		

5 _____ Members appointed to NEA Committee. Elected to a national position (list names).		5

2 _____ Ran for delegate to NEA RA (list names).		4

2 _____ Participated in NEA lobbying efforts and activity (list names).		20
Communication with State and Federal legislators, President of the United States on education issues.		

POINTS PER PROJECT/ACTIVITY	<u>STATE</u>	MAXIMUM
20 _____ Submitted a CREATE Grant		20

1 _____ Candidate for state STEA office (list names and office)		2

2 _____ Participated in TEA sponsored professional/development workshops (names and dates)		30

4 _____ Entered state competition(s) and scholarships (list)		16

OTHER STATE ACTIVITIES

2 _____ Attended STEA Fall Leadership Conference (names) (Stayed until adjournment)		10

2 _____ Attended State Board of Directors meeting (names of attendees and dates of meetings) (2 points per person)		10

2 _____ Attended State Delegate Assembly or TEA Representative Assembly (names)		4

2 _____ Lobbied in person or by Internet (names and dates of activities) [You may invite your local representatives to your chapter meeting, or participate in Nashville.] [If lobbying by Internet, show responses.]		20

10 _____ Conducted voter registration campaign (dates)		10

POINTS PER PROJECT/ACTIVITY	MAXIMUM
4 _____ Submitted article for <i>STEA ADVOCATE</i> (state officers excluded) (Submit titles and copies of articles)	20

2 _____ Participated in Spring Convention (names)	10

10 _____ Submitted officer list to TEA by September 30 th	10

2 _____ Had an increase in members over previous year membership	30

5 _____ Involved in community activities (date and activities) Additional space may be used. Thelma Barker Award is based on this information.	30

2 _____ Attended a school board meeting (date/names)	10

2 _____ Attended parent meetings, and/or partners in education meetings (i.e., PTA, PTO) (dates/names)	10

2 _____ Attended local teacher association meeting (date/names) (TEA affiliate)	20

2 _____ Invited state officer, TEA Board member or staff to meetings (date/name) (limit to 2 points if officer is from your own school)	10

POINTS PER PROJECT/ACTIVITY	MAXIMUM
10 _____ Developed cooperative activities with local teacher association (date/activity)	20

5 _____ Sponsored professional development workshop (title/date)	20

4 _____ Published local newsletters or column in education department newsletter (dates)	20

3 _____ Changed bulletin board display monthly	21

3 _____ Developed and engaged in activities with a TEA chartered high school chapter of Future Teachers of America (chapter/date)	18

1 _____ Nominated and submitted a faculty member for Distinguished Higher Education Award (see page 54)	20
2 _____ Freshman members (names)	30
2 _____ Sophomore members (names)	30
	TOTAL _____

ADDITIONAL

What qualities do you feel make your STEA Chapter an Outstanding Local? (Attach additional pages if needed.)

* Please remember all projects/activities must be supported by documentation.

Advisor

Date

Chapter President or Person Completing Form

Phone

Send to:
 Tennessee Education Association
 ATTN: Student Tennessee Education Association
 801 Second Avenue North
 Nashville, TN 37201-1099

Student Tennessee Education Association (STEA) Scrapbook Contest - SCORING RUBRIC

Chapter: _____ Advisor: _____

Category	Exceptional (10-9)	Innovative (8-7)	Commendable (6-5)	Competent (4-3)	Emerging (2-1)	Score
Use and Variety of Materials	Uses a wide variety of materials and artifacts with a pleasing effect	Uses several materials and artifacts with a positive effect	Uses several materials	Uses two or three materials	Limited use of materials	
Coverage of Membership and Activities	Fully covers membership and chapter activities	Notably covers membership and chapter activities	Covers membership and chapter activities	Selective coverage of membership and chapter activities	Limited coverage of membership and chapter activities	
Consistency of Theme	All pages reflect the theme and purposes of STEA	Most pages reflect the theme and purposes of STEA	Many pages reflect the theme and purposes of STEA	Some pages reflect the theme and purposes of STEA	Pages fail to reflect the theme and purposes of STEA	
Creativity of Page Layout	Distinctive, creative style	Less distinctive but still displays creativity	Acceptable page layout	Competent page layout, but lacks distinctiveness	Generic, common layout	
Artwork Lettering Design	Outstanding artwork, lettering, and design	Above average artwork, lettering, and design	Average artwork, lettering, and design	Below average artwork, lettering, and design	Limited artwork, lettering, and design	
Stylistic Coordination of Materials	Stylistically coordinates materials for positive effect	Materials coordinated well	Acceptable material coordination	Competent material coordination	Materials lack coordination	
Correct Grammar and Mechanics	No errors in grammar and mechanics	Negligible minor errors in mechanics only	May include minor errors and/or use of substandard English	Some errors in grammar and mechanics and/or use of substandard English	Improper language used in scrapbook	
Overall Effect	Illustrates a very active chapter in an original and creative fashion, both thoroughly and completely; exemplifies the "wow" factor	Illustrates an active chapter with some originality and creativity, is either thorough or complete for a pleasing yet not "wow" effect	Illustrates an operational chapter, displaying some originality or creativity, without conveying a sense of completeness or "wowing" the judge	Illustrates an ordinary chapter, with some originality or creativity, conveying a sense of less effort and/or desire to "wow" the judges	Fails to illustrate the life of the chapter, lacking in originality, creativity, thoroughness and completeness	

Guidelines

Measures 18" x 21" or smaller; labeled with school name and year; securely constructed

TOTAL SCORE _____

**TENNESSEE EDUCATION ASSOCIATION
STUDENT TENNESSEE EDUCATION ASSOCIATION (STEA)
DON SAHLI-KATHY WOODALL SCHOLARSHIP
Application**

This scholarship is available to undergraduate students who are STEA members. Deadline for submitting to TEA – **March 1.**

Name _____

Address _____

City _____ State _____ Zip _____

College/University _____ Current year in school _____

School address _____ City _____ State _____ Zip _____

Home phone () _____ School phone () _____

Primary consideration for recipient selection shall be based upon academic excellence, demonstrated leadership abilities, economic need and a demonstrated interest in becoming a teacher. Please provide as much information as possible (do not write on the back of the application - use additional sheets if necessary) in these four areas:

I. Academic Excellence (TRANSCRIPT REQUIRED)

Grade Point Average: _____ (on a 4.0 scale)

Use additional sheets to list your major, minor, academic honors, etc.

II. Demonstrated Leadership Abilities

Use additional sheets to list organizations, offices held, extra-curricular activities, community involvement, etc. (high school and/or college).

III. Economic Need

Parental/Spouse Income (Annual) \$ _____

Applicant's Income (Annual) \$ _____ Hours Worked Per Week (Applicant) _____

Number of Children at Home (Excluding Applicant) _____ (Ages) _____

Use additional sheets for other comments.

IV. Demonstrated Interest in Becoming a Teacher

Attach a short essay of no more than 200 words on why you want to be a teacher.

V. Recommendations (Two Required)

Attach a recommendation from one teacher/instructor who has supervised or taught the applicant within the last three years and one additional recommendation from someone who may or may not be an educator. Recommendations should be addressed to the Executive Committee.

Applications must be postmarked by March 1st to:

Jeanette DeMain
Don Sahli-Kathy Woodall Scholarships
Tennessee Education Association
801 Second Avenue North
Nashville, TN 37201-1099

TENNESSEE EDUCATION ASSOCIATION
SONS AND DAUGHTERS DON SAHLI-KATHY WOODALL SCHOLARSHIP
Application

NOTE: This scholarship is available to a **TEA member's child** who is a high school senior, undergraduate, or graduate student, and is planning to enroll in a **Tennessee college**. Deadline for submitting to TEA—**March 1**.

Name _____

Address _____

City _____ State _____ Zip _____

School _____

School address _____ City _____ State _____ Zip _____

Home phone () _____ School phone () _____

Guardian of applicant _____

Local Association of which guardian is a member _____

Please complete one of the following:

1) I am a high school senior attending _____ High School in _____, Tennessee. I plan to attend _____ in the fall of this year.
 (Tennessee College/University)

I agree to join Student TEA and Student NEA: _____ Yes _____ No

2) I am an undergraduate attending _____.
 (Tennessee College/University)

I am a member of Student TEA and Student NEA: _____ Yes _____ No

3) I am a graduate student attending _____.
 (Tennessee College/University)

I am a member of Student TEA and Student NEA: _____ Yes _____ No

Primary consideration for recipient selection shall be based upon academic excellence, demonstrated leadership abilities, economic need and a demonstrated interest in becoming a teacher. Please provide as much information as possible (do not write on the back of the application - use additional sheets if necessary) in these four areas:

I. Academic Excellence (TRANSCRIPT REQUIRED)

Grade Point Average: _____ (on a 4.0 scale)

Use additional sheets to list your major, minor, academic honors, etc.

II. Demonstrated Leadership Abilities

Use additional sheets to list organizations, offices held, extra-curricular activities, community involvement, etc.

III. Economic Need

Parental/Spouse Income (Annual) \$_____

Applicant's Income (Annual) \$_____ Hours Worked Per Week (Applicant) _____

Number of Children at Home (Excluding Applicant) _____ (Ages) _____

Use additional sheets for other comments.

IV. Demonstrated Interest in Becoming a Teacher

Attach a short essay of no more than 200 words on why you want to be a teacher.

V. Recommendations (two required)

Attach a recommendation from one teacher/instructor who has supervised or taught the applicant within the last three years and one additional recommendation from someone who may or may not be an educator. Recommendations should be addressed to the Executive Committee.

Applications must be postmarked by March 1st to:

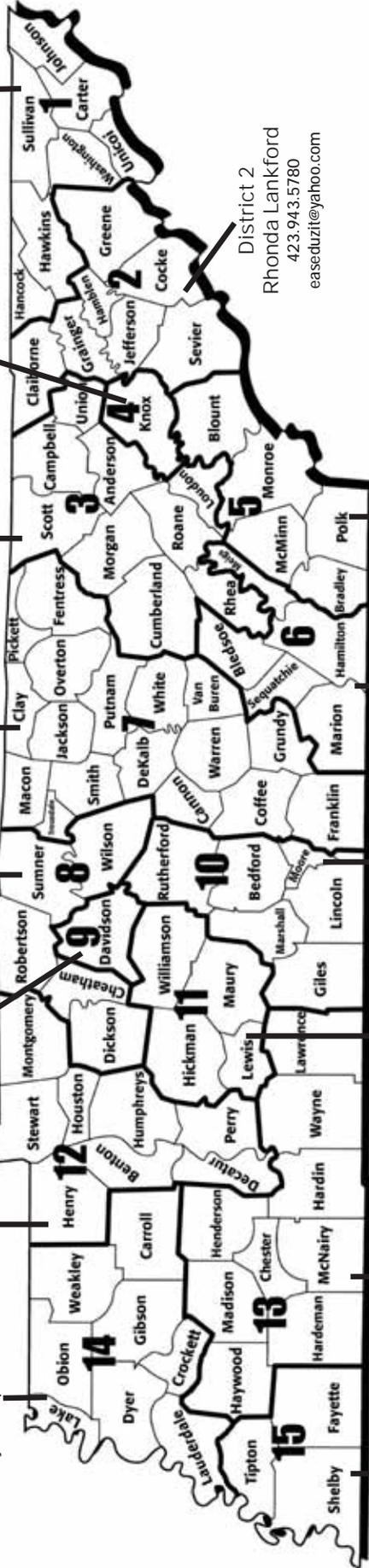
Jeanette DeMain
Don Sahli-Kathy Woodall Scholarships
Tennessee Education Association
801 Second Avenue North
Nashville, TN 37201-1099

Board of Directors Districts

Tennessee Education Association

District 14	District 12	District 9	District 8	District 7	District 3	District 4	District 1
Renee Baum 901.604.2035 rbaum.scs@gmail.com	David Ross 931.305.8397 basstra5756@gmail.com	Paula Pendergrass 615.604.6544 lowkee@comcast.net	Arielle Dyer 919.810.2226 ecutf05@gmail.com	Vacant	Peter Blair 865.806.2072 pandblair@comcast.net	Patrica Fontenot-Ridley 865.406.1432 mefsmom@aol.com	Joe Crabtree 423.794.9357 joewcrabtree@gmail.com

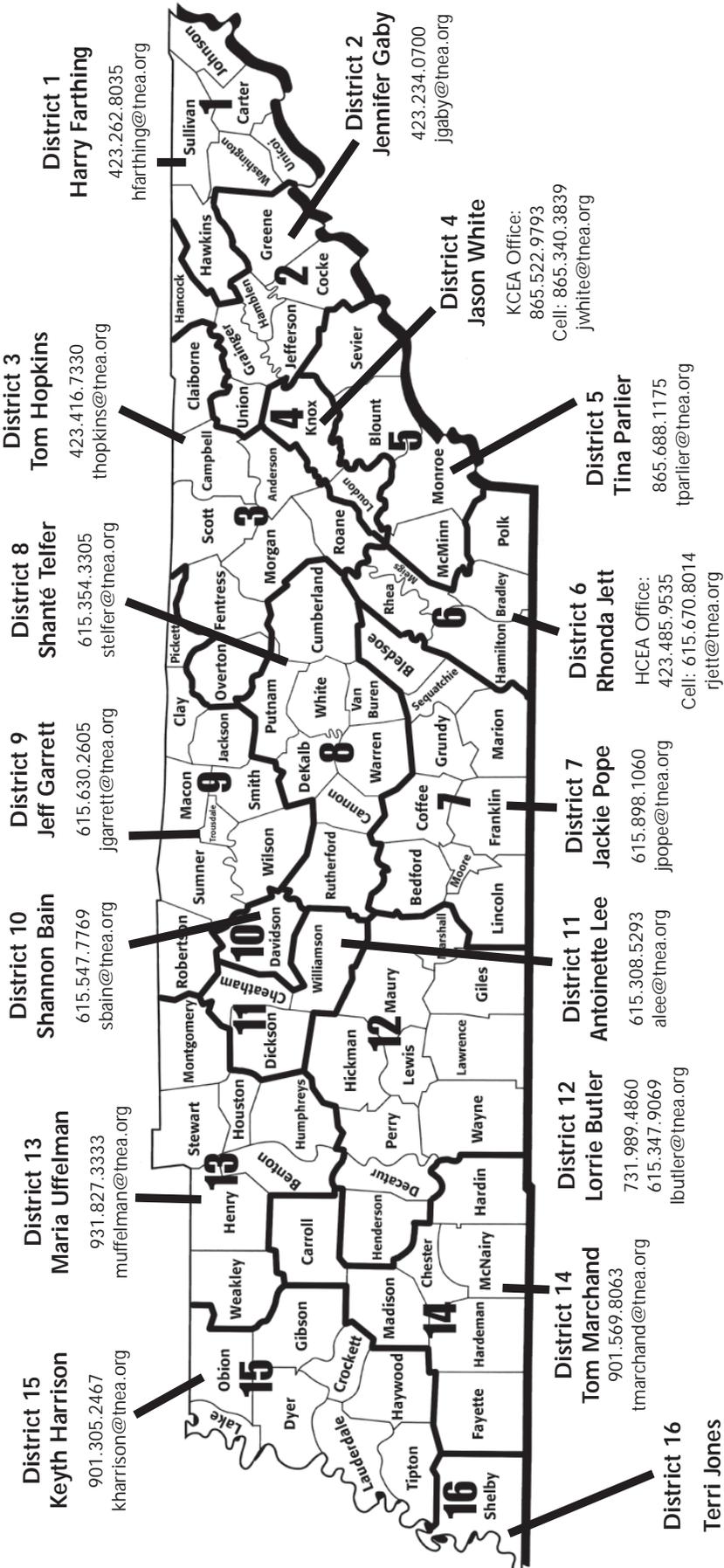
Includes Shelby municipalities



Danette Stokes 901.601.6553 danette.stokes5@gmail.com	Paige Neill 731.607.3820 paigellindsey@yahoo.com	Fred Riley 615.525.9303 mikibobsfr@gmail.com	Brenda Munusamy 931.433.0918 bmunusamy@gmail.com	Lori Cleveland 423.488.5826 mrlorif59@aol.com	Wendy Duncan 865.919.3469 wendyduncan512@gmail.com	Wendy Duncan 865.919.3469 wendyduncan512@gmail.com	Rhonda Lankford 423.943.5780 easeduzit@yahoo.com
President Beth Brown	615.242.8392 ext. 224 bbrown@tnea.org	State Special Schools Ginger Henderson	865.548.4615 gkgovols@gmail.com	STEA Nikki Belcher	423.923.4320 autumn.belcher@imunet.edu	Vice-President Tanya T. Coats	865.308.2787 tcoats@tnea.org
Administrators E-TN Shaurna Foster	865.591.3536 shaunfos@yahoo.com	Black Classroom Teachers E-TN LaDawn Hudgins	423.384.3585 ladawnbhudgins@gmail.com	Tennessee NEA Directors Randall Woodard	615.594.5632 rwoodard78@gmail.com	M-TN Vacant	901.412.2759 t_reed1920@yahoo.com
W-TN Heather Heard-Davis	901.230.4881 hheard36@gmail.com	M-TN Kenneth Martin	615.243.4131 kmartcoach@gmail.com	Tiffany Reed	901.412.2759 t_reed1920@yahoo.com	NEA Director-Aspiring Educator (Non-Voting Member) CarVaughn Page	770.231.6027 carvaughnpage92@gmail.com
Higher Education Clinton Smith	731.223.0080 clint1967@gmail.com	New Teacher Member Raymond Boyd	615.335.2387 ryaboyd1315@hotmail.com	NEA Director-Aspiring Educator (Non-Voting Member) CarVaughn Page	770.231.6027 carvaughnpage92@gmail.com	TRTA (Non-Voting Member) Ron Pendergrass	931.206.5331 pendergrassron@gmail.com

Uniserv Districts

Tennessee Education Association



Reginald Fentress
901.229.6102
rfentress@tnea.org
UEA of Shelby County & Shelby County Municipals

**STEA OFFICER INFORMATION FORM
SCHOOL YEAR 2021 – 2022**

NAME OF COLLEGE OR UNIVERSITY _____

PRESIDENT _____

MAILING ADDRESS _____

PHONE _____

Email _____

VICE PRESIDENT _____

MAILING ADDRESS _____

PHONE _____

Email _____

SECRETARY _____

MAILING ADDRESS _____

PHONE _____

Email _____

TREASURER _____

MAILING ADDRESS _____

PHONE _____

Email _____

ADVISOR (S) _____

MAILING ADDRESS _____

PHONE _____

Email _____

ADDITIONAL INFO _____

Address should be place of residence during school term. If this form is submitted by September 30, your chapter will receive ten (10) points toward Outstanding Chapter award. You may email or fax this information. Please return to:

Tennessee Education Association
ATTN: Student Tennessee Education Association
801 Second Avenue North, Nashville, TN 37201-1099
FAX: 615.259.4581 | Email: stea@tea.nea.org



**DELEGATE NOMINATION FORM
NEA and/or TEA Representative Assembly**

Nominee: _____

Chapter: _____

Mailing Address: _____

Home Address: _____

Phone: (_____) _____

Email Address: _____

NEA Position _____ TEA Position _____
(Check the position(s) you are seeking.)

Biographical Sketch: (Limit of 75 words) _____

TEA Representative Assembly: April 8 – 9, 2022, Embassy Suites — Murfreesboro
NEA Aspiring Educators Conference: To be Annouced, Dallas, TX
NEA Representative Assembly: July 2 – 6, 2022, Dallas, TX

_____ If I am elected and not available to attend, I will notify the STEA Coordinator immediately via email
(Initials) (tleaders@tnea.org) so that alternate delegates can receive information in a timely manner.

_____ If I am elected and not available to attend, I will notify the STEA Coordinator immediately via email
(Initials) (tleaders@tnea.org) in order to avoid the purchase of an unused plane ticket.

(Nominee’s Signature)

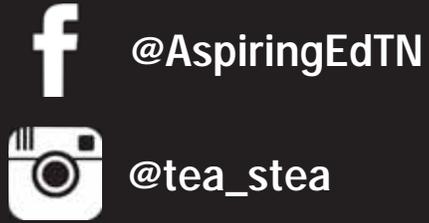
(Advisor’s Signature)

(Chapter President’s Signature)

Forms must be postmarked by December 15, 2021.
(If this form is faxed, it must be received by December 15, 2021)
Fax: 615.259.4581 Attention: STEA



Be sure to follow us!





**NATIONAL EDUCATION ASSOCIATION
2021-22 Student Rebate Application**

Complete form and *mail, email OR fax* on or before **MAY 1, 2022** to:
NEA Membership Management Services, ATTN: Student Rebates

Mail:
1201 16th Street, NW, Ste. 419
Washington, DC 20036-3290

Email:
studentrebate@nea.org

Fax:
(202) 822-7669

PLEASE CLEARLY PRINT or TYPE

NEA INDIVIDUAL ID or SOCIAL SECURITY NUMBER			
FIRST NAME:		LAST NAME:	
FORMER LAST NAME IF NEEDED TO VERIFY MBSHP			
ADDRESS:			
CITY:		STATE:	
		ZIP:	
PERSONAL EMAIL ADDRESS:			

Rebate of \$20 for each year you held a Student membership up to four years will be issued provided the following requirements are met:

1. **2021-22** must be your **first year** of educational employment and **you must currently hold NEA Active membership**. *Substitute members are not eligible for the rebate.*
2. The application must be submitted to NEA by **May 1, 2022**. Be certain to provide ALL requested information.
 - Verification of your membership and eligibility will be made by NEA and a rebate check will be mailed **to the address on the application in late August 2022**. *If your address changes before August 2022 please send the updated address to studentrebate@nea.org*
 - NEA will **not** contact you prior to mailing your rebate check unless additional information is required. **DO NOT SUBMIT MULTIPLE APPLICATIONS. This could delay processing!!**

Below is a record of my college or NEA chapter/state affiliate while I was a NEA Student member:

Year(s) NEA STUDENT MEMBERSHIP Was Held, e.g., 2021-2022	NEA CHAPTER & STATE or COLLEGE WHEN STUDENT MEMBERSHIP WAS HELD

I certify that I held NEA Student membership and meet all the eligibility requirements described above, including that I currently hold a NEA Active membership in the following NEA State Affiliate:

SIGNATURE: **DATE:**

For NEA Use Only



Student Tennessee Education Association

NEA Aspiring Educators

Application for Student Representatives to serve on NEA Committees

- | | |
|---|---|
| <input type="checkbox"/> [10] Advisory Committee of Student Members [9 appointed and the elected Chairperson] | <input type="checkbox"/> [1] Member Services / Affiliates |
| <input type="checkbox"/> [1] Advisory Committee on Membership | <input type="checkbox"/> [1] Professional Standards / Practices |
| <input type="checkbox"/> [1] Employee Advocacy | <input type="checkbox"/> [1] Women's Issues |
| <input type="checkbox"/> [1] Human/Civil Rights | <input type="checkbox"/> ANY I WOULD BE BEST SUITED FOR |
| <input type="checkbox"/> [1] Legislation | |

Name:	
Permanent Address:	City, State:
Phone Number:	Zip Code:
School Address:	City, State:
School Phone:	Zip Code:
Social Security Number: / /	Email:

College / University Attending 2021 – 2022:
Academic Major(s):
When will/did you student teach/intern?
Anticipated graduation date (month/year):

Please check appropriate ethnic group: (optional)	
<input type="checkbox"/> African American	<input type="checkbox"/> Asian / Pacific Islander
<input type="checkbox"/> American Indian / Alaskan Native	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Other _____

Certification Area: <input type="checkbox"/> Early Childhood <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> Secondary <input type="checkbox"/> Other (please specify) _____	2019 -2020 Class Status: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate
---	---

Please submit the following materials with this applications: a) this form completed; b) two (2) letters of recommendation; and c) a one-page, typed description of how you would use your past and current experiences to be a positive STUDENT member influence on a NEA committee. All application materials must be postmarked by August 15, 2021.

Return this form to:
Chairperson, NEA Aspiring Educators
1201 16th Street, NW
Washington, DC 20036-3290
fax: 202.822.7624

What does serving on a NEA Committee involve?

Generally speaking, NEA committees meet three times each (fiscal) year in Washington, DC. Committees have specific charges assigned by the NEA President.

NEA covers reasonable expenses for attending and participating in NEA committee meetings. Airfare and hotel are generally directly billed to the NEA with the committee member responsible for miscellaneous charges (movies, bar, phone calls, etc.). Vouchers **MUST BE** submitted after attending a committee meeting to account for the plane tickets, lodging and other expenses.

Reporting to the Aspiring Educator

Students appointed to NEA committees are expected to submit a brief report following each meeting. This report is posted on the NEA-SP website (www.nea.org/home/1600.htm) to inform other leaders of pertinent issues each committee is dealing with. **Students are also expected to submit an end-of-the-year report** summarizing the accomplishments and issues of the committee.

Responsibilities of Standing and Special Committees*

Each standing and special committee shall serve an advisory role in policy and program direction. The committee shall develop recommendations for governance in response to its specific charge(s). The committee shall not be involved in program implementation.

I. Meetings

- A. All meetings shall be held in Washington, DC, unless otherwise approved by the President.
- B. There shall be up to three meetings during a fiscal year (September - August 31), unless otherwise approved by the President.

II. Expenses

- A. Reimbursement will be made for all reasonable expenses.
 - a. Subsistence generally covers meals plus tips (not snacks), hotel and tips for luggage.
 - b. Bus and taxi fares are allowable as necessary, subject to explanation if beyond usual costs.
 - c. Association related telephone calls will be reimbursed.
- B. All air travel shall be receipted and shall be reimbursed at the lowest available coach fare (except non-contiguous states may use business class for flights longer than seven hours.)
- C. In most instances, arrangements will be made with a hotel for guaranteed reservations, based upon the member's indicated arrival. The committee member will be permitted to sign the bill with the charges then sent directly to NEA for payment.

*This is general information extracted from - **RESPONSIBILITIES, ROLES AND PROCEDURAL POLICIES FOR STANDING AND SPECIAL COMMITTEES.**

If you have questions, please contact the NEA Aspiring Educators office at 202.822.7915.

NEA Aspiring Educators Description of NEA Standing Committees*

Advisory Committee of Aspiring Educators

The Advisory Committee of Student Members makes recommendations regarding the direction of the NEA Aspiring Educators. The committee monitors how issues related to the pre-professional needs of students are addressed, including the coordination of Association efforts to recruit and serve student members and the development and implementation of strategies to retain student members as NEA Active members following their employment.

Membership Committee

The Membership Committee is responsible for developing policies and programs to serve NEA's diverse membership. The committee considers strategies for enhancing the understanding of both the unique needs and common concerns of specific member constituencies and develops program recommendations to meet those needs and to integrate common concerns into coordinated programs. The committee's responsibilities include the following:

- (a) reviewing member recruitment strategies and campaigns,
- (b) tracking member involvement in governance and program activities, and
- (c) identifying evolving program needs for members.

Women's Issues Committee

The Women's Issues Committee is responsible for proposing policies and programs related to issues of particular concern to women. The committee's focus includes multicultural sex equity topics and federal and state initiatives designed to achieve equal rights under the law for women. The committee reviews Association programs affecting women and advises the President and the governing bodies on their implementation as appropriate.

Committee on Legislation

The Committee on Legislation is responsible for advancing policies to expand and protect the quality of public education and secure its adequate and equitable funding and to develop and recommend the NEA Legislative Program. The committee will regularly review and make recommendations to refine the Legislative Program.

Committee on Membership Services and Affiliate Relations

The Committee on Membership Services and Affiliate Relations is responsible for advancing policies and activities to attract, represent, and serve members. The committee advises the Association on strategies to achieve cooperation in programs requiring coordinated local, state, and national efforts, such as the strategic planning process, and the formulation of new roles for the Association and its leaders in the restructuring of schools. Its general objective is to propose policies and activities to guide the efforts of the NEA and its affiliates to achieve complete integration of Association services to affiliates and members.

Committee on Professional Standards and Practices

The Committee on Professional Standards and Practices is responsible for proposing policies and activities to achieve restructuring of public schools and enhance the preparation, practice, and professional standards of education employees. In addition, the committee will review developments in educational technology, curriculum, accountability and assessment, and other current educational issues. It may also review programs of the National Center for Innovation as appropriate.

Committee on Employee Advocacy

The Committee on Employee Advocacy is responsible for proposing policies and activities to achieve a pluralistic education workforce and advance the economic interests, protect job security, improve the terms and conditions of employment, and secure the right to collective bargaining for all education employees. The committee advises the NEA on ways to improve national, state, and local cooperation in coordinated advocacy efforts to achieve specific objectives in such areas as health care, employee compensation and benefits, and bargaining and organizing strategies.

Committee on Human and Civil Rights

The Committee on Human and Civil Rights is responsible for proposing policies and activities to attain equitable treatment for all and eliminate discrimination in all forms and at all levels, including the international level. The committee may also work with elements of policies and activities related to excellence and equity in public education and to preserving public education.

In advancing these policies, the committee will review the full range of human and civil rights, including the elimination of discrimination from the educational system and from the Association family; review the enforcement of constitutional, contractual, and statutory rights of members and citizens; and monitor the status of basic human rights within the international community.

as described in the **2021 NEA Handbook.*

STEA Vice President — West Tennessee

Emily Johnston
emily.7.johnston@gmail.com
University of Tennessee at Martin

STEA Chapters and Advisors — West Tennessee

Bethel University

325 Cherry Avenue, EDU-DFAB, Room 106B
 McKenzie, TN 38201
 Fax: 731.241.0010

Advisors: Trish Price | pricep@bethelu.edu | 731.352.6351
 Dr. Lauren Tate | latel@bethelu.edu | 731.352.4248

Christian Brothers University

Department of Education
 650 East Parkway South, Memphis, TN 38104
 Fax: 901.321.3299

Advisor: Dr. Samantha Alperin | salperin@cbu.edu | 901.321.3116

Dyersburg State Community College

Jimmy Naifeh Center at Tipton Co.
 3149 Hwy 51 South, Covington, TN 38019
 Office: 901.475.3115 | Fax: 901.475.3131

Advisor: Dr. Melody Smith | smith@dsc.edu

Freed-Hardeman University

School of Education
 158 East Main Street, Faculty Box 40, Henderson, TN 38340
 Fax: 731.989.6139

Advisors: Ashley Bennett Estes | aestes@fhu.edu | 731.989.6076
 Shawna Northrop | snorthrop@fhu.edu | 731.989.6927

Jackson State Community College

2046 N Pkwy, Jackson, TN 38301

Advisor: Nancy Hickey | nhickey@jsc.edu | 731.424.3520, ext. 50394

Lane College

545 Lane Avenue, Jackson, TN 38301-4598

Advisor: Dr. Cell Waller | cwaller@lanecollege.edu | 901.489.7540

LeMoyne-Owen College

Division of Education
 807 Walker Avenue, Memphis, TN 38126
 Fax: 901.435.1298

Advisor: Dr. Zina Parker | zina_parker@loc.edu | 901.435.1278

Southwest Tennessee Community College

Macon Campus
 5983 Macon Cove, Memphis, TN 38134
 Fax: 901.333.5345

Advisor: Dr. Teresa Leary Jenkins | tjenkins18@southwest.tn.edu | 901.333.5483

Union University

1050 Union University Drive, Jackson, TN 38305-3691
 Fax: 731.661.5063

Advisor: Mandy Cates | mcates@uu.edu | 731.661.5295

University of Memphis

College of Education
 415B Ball Hall, Memphis, TN 38152
 Fax: 901.678.3881

Advisors: Dr. Jennifer Bubrig | jhbubrig@memphis.edu | 901.678.4384
 Mary Ransdell | mransdell@memphis.edu | 901.678.5336

University of Tennessee at Martin

Educational Studies
 See rooms numbers below, Martin, TN 38238
 Fax: 731.881.1809

Advisors: Abbie McClure, MSED | amcllu11@utm.edu | 731.881.7143
 Gooch Hall 239D
 Stanton Watson, D.A. | swatso27@utm.edu | 731.881.7218
 Gooch Hall 240B

STEA Vice President — Middle Tennessee

Kayla Pritchett
kayla.pritchett@pop.belmont.edu
Belmont University

STEA Chapters and Advisors — Middle Tennessee

Austin Peay State University

Claxton Building; Room 215
 601 College Street, Clarksville, TN 37044
Advisor: Dr. Jalesa Parks | parksj@apsu.edu | 931.221.6782

Belmont University

School of Education
 1900 Belmont Blvd., JAAC, St. 5022, Nashville, TN 37212
 Fax: 615.460.5556
Advisor: Dr. Wayne D. Lewis, Jr. | wayne.lewis@belmont.edu
 615.460.6505

Columbia State Community College

Williamson Campus FHUM 240
 Fax: 615.790.4405
Advisor: Kirstin Davenport | kdavenport3@Columbiastate.edu
 615.465.5762

Cumberland University

School of Humanities, Education and the Arts
 1 Cumberland Square, Lebanon, TN 37087
 Fax: 615.217.5284
Advisor: Dr. Cyndy Stone Allen | cstoneallen@cumberland.edu |
 615.547.1396

Middle Tennessee State University

College of Education
 1301 E. Main Street; Box 91, Murfreesboro, TN 37132
Advisor: To be announced

Motlow State Community College

P. O. Box 8500, Lynchburg, TN 37352-8500
 No current advisor

Nashville State Community College

120 White Bridge Road, Nashville, TN 37209
 No current advisor

Tennessee State University

3500 John A. Merritt Blvd., Nashville, TN 37209
Advisors: Dr. Nicole Arrighi | 204A Clay Hall | nkendall@tnstate.edu
 615.963.5482
 Dr. LaToya Johnson | 211A Clay Hall | ljohns91@tnstate.edu
 615.963.1346

Tennessee Technological University

College of Education
 Bartoo Hall, Room 326, Cookeville, TN 38505
 Fax: 931.372.6270
Advisor: Dr. James E. Akenson | jakenson@tntech.edu | 931.372.3066

Trevecca Nazarene University

School of Education
 333 Murfreesboro Road, Nashville, TN 37210
 Fax: 615.248.1597
Advisor: Dr. Tandy Taylor | ttaylor@trevecca.edu | 615.248.1201

University of Tennessee Southern

Division of Education Johnston Center, Room 202
 433 West Madison, Pulaski, TN 38478
Advisor: Dr. Tina Smith | tsmit265@utsouthern.edu | 931.363.9849

Vanderbilt University

2201 West End Avenue, Nashville, TN
 No current advisor

Volunteer State Community College

1480 Nashville Pike, Gallatin, TN 37066-3188
 No current advisor

Western Governors University — Tennessee

501 Corporate Centre Drive, Suite 390, Franklin, TN 37067
Advisor: Tricia Sproule | tricia.sproule@wgu.edu | 385.428.8634

STEA Vice President — East Tennessee

Payton Walker
payton.walker@lmunet.edu
Lincoln Memorial University

STEA Chapters and Advisors — East Tennessee

Carson-Newman University

2130 Branner Avenue, Jefferson City, TN 37760

Fax: 865.471.3475

Advisor: Rodney Russell, Ed.D. | rrussell@cn.edu | 865.471.3320

Chattanooga State Community College

Center for Education & Human Services

7158 Lee Highway, Chattanooga, TN 37421

Fax: 423.697.2586

Advisors: Christine Conn

christine.couch@chattanoogaastate.edu | 423.697.2647

Angie Wood | angie.wood@chattanoogaastate.edu | 423.697.2699

Cleveland State Community College

3535 Adkisson Drive, Cleveland, TN 37312

No current advisor

East Tennessee State University

Clemmer College of Education

417 Warf-Pickel Hall, Johnson City, TN 37614

Office: 423.439.7602 / Fax: 423.439.8362

Advisor: Scott Jenkinson | jenkinson@mail.etsu.edu | 423.439.7543

King University

1350 King College Road, Bristol, TN 37620

Advisor: Tammy Harosky | trharosky@king.edu | 423.652.4845

Lee University

1400 Parker Street, Northeast Cleveland, TN 37311

No current advisor

Lincoln Memorial University

172 Courtney Circle, Cumberland Gap, TN 37724

Advisor: Sue England | sue.england@lmunet.edu | 423.869.6253 |

Cell: 865.585.1818

Maryville College

502 East Lamar Alexander, Maryville, TN 37801

Fax: 865.981.8019

Advisor: Rebecca Lucas

rebecca.lucas@maryvillecollege.edu | 865.981.8107

Milligan College

Area of Education & Certification Office,

c/o Milligan Bookstore

1 Bowers Blvd., Milligan College, TN 37682

Fax: 423.461.3103

Advisors: Dr. Angela Hilton-Prillhart | anhilton-prillhart@milligan.edu

423.461.8769

Karen Presnell | kpresnell@milligan.edu | 423.461.8927

Northeast State Community College

2425 Highway 75, Box 246, Blountville, TN 37617-0246

Fax: 423.279.3683

Advisors: Mitzi Neeley | mineeley@northeaststate.edu | 423.354.2550

Tricia Crawford | tcclark@northeaststate.edu | 423.354.5117

Pellissippi State Community College

10915 Hardin Valley Road, Knoxville, TN 37933

Fax: 865.539.7021

Advisor: Laura Lawson | lkawson@pstcc.edu | 865.694.6471

Roane State Community College

276 Patton Lane, Harriman, TN 37748

Office: 865.354.3000 ext. 4773

Advisors: Stacie N. Bradshaw | bradshawsn@roanestate.edu

S. Cody Villarreal | 865.481.2000 ext. 5312 | villarrealsc@roanestate.edu

South College

School of Education

400 Goody's Lane, Knoxville, TN 37922

Office: 865.288.8217

Advisor: Bonnie Buckland | buckland@southcollegetn.edu

Tennessee Wesleyan College

Department of Education

204 East College Street, Athens, TN 37303

No current advisor

Tusculum College

60 Shiloh Road, Greeneville, TN 37743

Office: 423.636.7300 ext 5032 / Fax: 423.798.1634

Advisor: Elizabeth "Betsy" Loveday | bloveday@tusculum.edu

University of Tennessee at Chattanooga

School of Education

615 McCallie Avenue, Dept. 4154, Chattanooga, TN 37403

Office: 423.425.5376 / Fax: 423.425.5380

Advisor: Dr. Deborah A. McAllister | Deborah-McAllister@utc.edu

University of Tennessee at Knoxville

Office of Professional Licensure

1122 Volunteer Blvd., Knoxville, TN 37996

Fax: 865.974.5781

Advisor: Laura Brown | lstetler@utk.edu | 865.974.8194

Walters State Community College

500 S. Davy Crockett Parkway, Morristown, TN 37814

Fax: 423.585.2640

Advisors: Dr. Cary Jenkins | cary.jenkins@ws.edu | 423.585.6761

Dr. Lori Campbell | lori.campbell@ws.edu | 423.318.2776



**TENNESSEE EDUCATION ASSOCIATION
FUTURE TEACHERS OF AMERICA
Charter Application and/or Renewal Form**

Send completed form to:
Tennessee Education Association
Attn: Instructional Advocacy
801 Second Avenue North
Nashville, TN 37201-1099

Instructions: Please complete this application and return by **November 1**. An FTA Charter and all necessary advisor materials will be sent upon receipt of your application.

Date: _____

1. _____ New charter application _____ Renewal of charter
(If you have not had an active chapter in three (3) years, please apply for a **NEW** charter.)
 2. Name of School _____
 3. Name of FTA Chapter _____
 4. School Address _____

(City) (State/Zip) (County)
 5. School Phone (_____) _____ School Fax (_____) _____
 6. Name of Principal _____
 7. Number of students in your chapter _____
 8. Lead Advisor* _____
Advisor e-mail _____
- I am a member of TEA _____ Yes _____ No

***Lead Advisor MUST be a member of TEA in order to be issued an FTA charter.**

Additional Advisor(s): _____

List e-mail addresses for additional advisors on back. TEA will not share your e-mail address. We use e-mail to send correspondences concerning the convention, meetings, confirmations, grants, etc.

Chapter President

Name: _____

Address: _____

Home Phone: _____

E-mail address: _____



2021 – 2022

Future Teachers of America Chapters

Adamsville High School
Bledsoe County High School
Clinton High School
Cocke County High School
Daniel Boone High School
Franklin County High School
Greenbrier High School
Hardin County High School
John Overton High School
Rossvie High School
Siegel High School
Springfield High School

FTA Scrapbook Contest SCORING RUBRIC

School: _____

Advisor: _____

Category	Exceptional (10-9)	Innovative (8-7)	Commendable (6-5)	Competent (4-3)	Emerging (2-1)	Score
Use and Variety of Materials	Uses a wide variety of materials and artifacts with a pleasing effect	Uses several materials and artifacts with a positive effect	Uses several materials	Uses two to three materials	Limited use of materials	
Coverage of Membership and Activities	Fully covers membership and club activities	Notably covers membership and club activities	Covers membership and club activities	Selective coverage of membership and club activities	Limited coverage of membership and club activities	
Consistency of Theme	All aspects reflect theme and purposes of FTA	Most pages reflect the theme and purposes of FTA	Many pages reflect theme and purposes of FTA	Some pages reflect theme and purposes of FTA	Pages fail to reflect the theme and purposes of FTA	
Creativity of Page Layout	Distinctive, creative style	Less distinctive but still displays creativity	Acceptable page layout	Competent page layout, but lacks distinctiveness	Generic, common layout	
Artwork and Lettering Design	Outstanding artwork, lettering, design	Above average artwork, lettering, design	Average artwork, lettering, design	Below average artwork, lettering, design	Limited artwork, lettering, design	
Stylistic Coordination of Materials	Stylistically coordinates materials for positive effect	Materials coordinated well	Acceptable material coordination	Competent material coordination	Materials lack coordination	
Correct Grammer and Mechanics	No errors in grammar or mechanics	Negligible minor errors in grammar or mechanics	May include minor errors and/or use of substandard English	Some errors in grammar and mechanics and/or use of substandard English	Improper language used in scrapbook	
Overall Effect	Illustrates a very active chapter in an original and creative fashion, both thoroughly and completely. Exemplifies the "wow" factor	Illustrates an active chapter with some originality and creativity, is either thorough or complete for pleasing yet not "wow" effect	Illustrates an operational chapter, displaying some originality or creativity, without conveying a sense of completeness or "wowing" the judge(s)	Illustrates an ordinary chapter, with some originality or creativity, conveying less effort and/or desire to "wow" the judge(s)	Fails to illustrate the life of the chapter, lacking in originality, creativity, thoroughness, and completeness	

Guidelines – Entries that fail to meet the below guidelines will be disqualified (Total points for guidelines – 20 points)

- Scrapbook must measure 18" x 21" or smaller – 10 points
- Scrapbook must be labeled with the school's name/year and securely constructed – 10 points

TOTAL SCORE:

FTA Scrapbook Contest

I. Competition Purpose

This contest was designed to encourage all FTA chapters to plan yearly activities aligning with the goals and objectives of FTA, as described in the Advisor's Handbook. It is meant to encourage the development of local club activities that benefit FTA members, the school, the organization, and the community; to provide documentation of the chapter's activities at the local level and to give recognition to those chapters who fulfill these aims.

II. Procedures

- 1.) The outside cover should be attractive and original
- 2.) Scrapbook may contain **ONLY** materials from the beginning of the 2021-22 school year until the beginning of the 2022 FTA Civation.
- 3.) Bring the scrapbook to the conference. An area will be designated for entry set up.
- 4.) All entries will be on display at the 2022 FTA Civation.

III. Guidelines

Each scrapbook must have the following items:

- 1.) Chapter Name/School
- 2.) Officers
- 3.) Members

The following are *SUGGESTED* items to include in the scrapbook:

- 1.) Activities
- 2.) Promotion and Recruitment
- 3.) Classroom Experiences
- 4.) Career Planning
- 5.) Leadership
- 6.) Service
- 7.) State Activities
- 8.) Fundraising Activities
- 9.) Other (be as creative as you would like!!)

IV. Judging and Awards

Judges will use the Chapter Level Scrapbook Contest Scoring Rubric to award points and provide written comments.

Advisor Signature

Date

FTA Visual Arts Contest SCORING RUBRIC

School: _____

Advisor: _____

Category	Exceptional (10-9)	Innovative (8-7)	Commendable (6-5)	Competent (4-3)	Emerging (2-1)	Score
Use of Materials	Uses a wide variety of materials and artifacts with a pleasing effect	Uses several materials and artifacts with a positive effect	Uses several materials	Uses a few materials	Limited use of materials	
Coverage of Club Information	Fully covers membership and club activities	Notably covers membership and club activities	Covers membership and club activities	Selective coverage of membership and club activities	Limited coverage of membership and club activities	
Consistency of Theme	All aspects reflect theme and purposes of FTA	Most aspects reflect theme and purposes of FTA	Many parts reflect theme and purposes of FTA	Some parts reflect theme and purposes of FTA	Display fails to reflect theme and purposes of FTA	
Creativity	Distinctive, creative style	Less distinctive but still displays creativity	Acceptable layout	Competent, but lacks distinctiveness	Generic, common	
Artwork and Lettering Design	Outstanding artwork, lettering, design	Above average artwork, lettering, design	Average artwork, lettering, design	Below average artwork, lettering, design	Limited artwork, lettering, design	
Stylistic Coordination of Materials	Stylistically coordinates materials for positive effect	Materials coordinated well	Acceptable material coordination	Competent material coordination	Materials lack coordination	
Correct Grammer and Mechanics	No errors in grammar or mechanics	Negligible minor errors in grammar or mechanics	May include minor errors and/or use of substandard English	Some errors in grammar and mechanics and/or use of substandard English	Improper language used on display	
Overall Effect	Illustrates a very active chapter in an original and creative fashion, both thoroughly and completely. Exemplifies the "wow" factor	Illustrates an active chapter with some originality and creativity, is either thorough or complete for pleasing yet not "wow" effect	Illustrates an operational chapter, displaying some originality or creativity, without conveying a sense of completeness or "wowing" the judge(s)	Illustrates an ordinary chapter, with some originality or creativity, conveying less effort and/or desire to "wow" the judge(s)	Fails to illustrate the life of the chapter, lacking in originality, creativity, thoroughness, and completeness	

Guidelines - Entries that fail to meet all guidelines will be disqualified.

(Total for guidelines 20 points)

- Based on theme
- Labeled with school name
- Securely constructed

TOTAL SCORE:

<p>TOTAL SCORE:</p>

FTA Visual Arts Contest

I. Contest Purpose – The purpose of the visual arts contest is to allow FTA chapter members to work collaboratively on a project requiring teamwork and creativity. The entry should spotlight the need to recruit students into the teaching profession. It should appeal to students who are interested in the teaching profession. It should appeal to students who are interested in the field of education. The entry should be a reflection of the purposes of FTA and your FTA chapter. It should be meaningful and eye-catching.

II. Procedures – Suggested items to use:

- a) Photos
- b) News articles
- c) Original artwork
- d) Awards
- e) Items made for teachers

III. Bring the entry to the convention. An area will be designated for entry set up.

IV. All entries will be on display at the FTA Convention.

V. Only one (1) entry per chapter

Arist(s)

School

FTA Advisor

FTA Creative Writing Contest

SCORING RUBRIC

School: _____

Advisor: _____

Category	Exceptional (10-9)	Innovative (8-7)	Competent (6-4)	Emerging (3-1)	Score
Ideas	The ideas show a complete understanding of the topic; the thesis is clear; details support the thesis; student gives commentary to explain how the excerpts support the thesis	The ideas show an understanding of the topic; the thesis is clear; some details support the thesis	The thesis statement is unclear; more details are needed; student does not explain ideas clearly	The essay needs a thesis statement and details	
Organization	All the parts work together to create an insightful and convincing essay; essay has an introduction, body and conclusion; transitions are smooth; essay is clear and compelling	The organization pattern fits the topic and purpose;-contains introduction, body and conclusion, but one or more part(s) might need better development	The beginning, middle and end run together		
Voice	The voice expresses interest and engages the reader; confident and convincing	The voice expresses interest but needs to show more understanding of the topic	The voice does not show an interest or understanding of the topic	The writer needs to understand how to create voice	
Word Choice	The word choice reflects careful thinking and makes a powerful case	The word choice is clear, but the writer needs to avoid clichés or general words	The words do not create a clear message; too many general words used	The writer needs help with word choice; word choice for writing has not been considered	
Sentence Fluency	The sentences in the essay make the ideas stand out	No sentence problems exist, but more sentence variety is needed	The essay has many sentence problems	The writer needs to learn how to construct sentences	
Conventions	Grammar and punctuation are correct and the copy is free of all errors	The essay has a few careless errors in punctuation and grammar	The number of errors make the essay hard to read	Help is needed to make corrections	
<p>*Please remember if any entry contains more than 250 – 300 words typewritten, the entry will be disqualified.</p> <p style="text-align: right;">TOTAL SCORE:</p>					

FTA Creative Writing Contest APPLICATION

(Application **MUST** be postmarked by **March 1**)

1. Topic: ***“We Educate America”***
2. Writing must be 250-300 words – typewritten and double spaced.
3. If any entry contains more than 250-300 words typewritten, the entry will be disqualified.
4. Creative expression is encouraged throughout the entry.
5. The poem must have a title. Creative expression is encouraged throughout the entry, from the title to the last line.
6. Only one (1) entry allowed per member with a maximum of five (5) entries per chapter.
7. The writing will be judged according to the criteria listed in the rubric.
8. **This application form must accompany each entry sent to TEA.**

Author

School

FTA Advisor

Mail to the FTA Associate at: Tennessee Education Association, 801 Second Avenue North, Nashville, TN, 37201

FTA Poetry Contest SCORING RUBRIC

School: _____

Advisor: _____

Category	Exceptional (20-18)	Innovative (17-14)	Commendable (13-10)	Competent (9-6)	Emerging (5-1)	Score
Topic Development	Expresses and fully develops meaningful and original perspective on topic	Expressive and developed treatment of topic	Adequate focus and development	Some focus on topic but lacks development	Unfocused and unclear	
Organization	Form of poem appropriately and powerfully addresses the subject; each line focuses on topic	Form of poem is appropriate to the subject; focus maintained throughout	Form of poem is appropriate to the subject; focus maintained through most of poem	Form of poem is appropriate to the subject; focus maintained through some of poem	Form of poem is appropriate to the subject; unfocused	
Poetic Language and Imagery	Sensory details and figurative language create vivid images that contribute significantly to the meaning of the poem; sound devices such as rhyme, alliteration, and onomatopoeia are used effectively to contribute to the meaning of the poem	Sensory details, figurative language and sound devices contribute to the meaning of the poem	Sensory details, figurative language and sound devices may be overused, underused or inappropriate to the topic	Confusing or inappropriate use of sensory details, figurative language, and sound devices	No use of sensory details, figurative language or sound devices	
Use of Language	Word choice is vivid and exact throughout; grammar, mechanics and usage are correct, enhancing thoughts and images	Precise word choice; minimal errors in mechanics	Word choice occasionally vague, repetitive or imprecise; few errors in grammar, mechanics or usage	Word choices tend to be vague, repetitive or imprecise; some errors in grammar, mechanics or usage present	Consistently difficult to understand due to errors in grammar, mechanics and usage	
Overall Impact	Poem captivates and inspires reader; is an excellent representation of the teaching profession	Poem attracts reader's attention; is a good representation of the teaching profession	Poem is adequate and provides a reasonable representation of the teaching profession	Poem lacks inspiration	Poem fails to inspire	
<p>*Please remember if any entry contains more than one page typewritten, the entry will be disqualified.</p> <p style="text-align: right;">TOTAL SCORE:</p>						

FTA Poetry Contest APPLICATION

(Application **MUST** be postmarked by **March 1**)

1. The topic **must** pertain to education.
2. The poem should be approximately one page--typewritten.
3. If any entry contains more than one page typewritten, the entry will be disqualified.
4. Any poetic form may be used (i.e., free verse, blank verse, rhymed verse, sonnet, etc).
5. The poem must have a title. Creative expression is encouraged throughout the entry, from the title to the last line.
6. Only one (1) entry allowed per member with a maximum of five (5) entries per chapter.
7. The poem will be judged according to the criteria listed in the rubric.
8. **This application form must accompany each entry sent to TEA.**

Author

School

FTA Advisor

Mail to the FTA Associate at: Tennessee Education Association, 801 Second Avenue North, Nashville, TN, 37201

FTA Best Project APPLICATION

(Application **MUST** be postmarked by **March 1**)

The following questions should be addressed. Use additional paper if necessary. The application form must accompany your entry to TEA. There is no rubric for this contest.

1. What was the goal of the activity as it relates to the purposes of FTA?
2. How did you set the project up?
3. How many people were involved and what was their role in the project?
4. How was the project implemented?
5. Where were the timelines?
6. How did you evaluate the effectiveness of the project?

School

FTA Advisor

Mail to the FTA Associate at: Tennessee Education Association, 801 Second Avenue North, Nashville, TN, 37201

FTA Member of the Year APPLICATION

(Application **MUST** be postmarked by **March 1**)

Please describe why you feel _____ should be named "FTA Member of the Year." Your answers should focus on FTA activities and involvement. This form is to be filled out by the FTA Advisor(s). Please attach 2 letters of recommendation, to be submitted by education professionals other than the FTA Advisor(s). You may use additional paper, if necessary. **This application form must accompany your entry to TEA.** There is no rubric for this contest.

1. What role did he/she play in the involvement of the FTA program?

2. What activities was he/she involved in, i.e., community service?

3. What role did he/she take part in organizing and supporting the FTA programs and objectives?

School

FTA Advisor

Mail to the FTA Associate at: Tennessee Education Association, 801 Second Avenue North, Nashville, TN, 37201

Points Per Activity	ACTIVITY	Maximum Points
10	Developed cooperative activities with local teacher association (Date / Activity) _____ _____	20
4	Published a local newsletter or column in school newspaper (Please attach)	20
3	Created bulletin board display and changed it monthly (List dates / themes of display) _____ _____	21
3	Engaged in activities with an STEA Chapter at a college (List Advisor / College or University) _____ _____	18
2	List all Freshmen members _____ _____ _____ _____ _____ _____	30
2	List all Sophomore members _____ _____ _____ _____	30

TOTAL POINTS

*Please remember all projects/activities must be supported by documentation.

ADDITIONAL

What qualities do you feel make your FTA Chapter an Outstanding Chapter? (Attach additional pages if necessary)

Advisor Signature: _____ Date: _____

Mail to the FTA Associate at: Tennessee Education Association, 801 Second Avenue North, Nashville, TN, 37201

Points Per Activity	ACTIVITY	Maximum Points
5	Involved in community activities — List dates and descriptions of all activities in which your chapter participated. Additional paper may be used. _____ _____ _____	30
2	Attended School Board Meeting(s) — List dates / attendees _____ _____ _____	10
2	Attended Partner in Education Meetings (PTO, PTA) — List dates / attendees _____ _____ _____	10
10	Developed guidelines and criteria for membership (Please attach)	10
3	Held monthly meetings with agenda (Please attach agenda / minutes)	30
2	Involved in school service activities — List dates / activities	20
10	Developed a tutoring program (Attach description and members who participated)	10
2	Attended local teacher association meeting / event (Dates / Times — Must be a TEA Affiliate) _____ _____ _____ _____ _____	20
2	Invited State Officer, TEA Board Member or staff to meeting (Date / Activity) _____ _____ _____ _____	10

Outstanding Local FTA Chapter APPLICATION AND SCORING RUBRIC

Must be postmarked by **March 1**. You may use additional paper for comments.
All projects/activities must be supported by documentation.

School: _____ **Advisor:** _____

Points Per Activity	ACTIVITY	Maximum Points
2	Activities for American Education Week (List each activity) _____ _____ _____	10
1	Candidate for FTA Executive Board _____	1
4	Entered FTA Contests — List contest(s) _____ _____	16
4	Applicants for TEA Scholarships (List names) _____ _____	16
2	Attended Past FTA Civications (List year(s) attended) — Please note if your are a new member. _____ _____	10
10	Conducted Voter Registration Campaign (List dates) _____	10
2	Increased membership over previous year (2 points for each new member) _____ _____ _____ _____	30



tennessee education association
OPPORTUNITY, RESPONSIBILITY, DEMOCRACY

Contests and Rubrics



tennessee education association
OPPORTUNITY, RESPONSIBILITY, DEMOCRACY

2022 – 2023
Future Teachers of America
Executive Board
CANDIDATE FORM
(Only ONE Candidate per school)

Candidate Name: _____

Candidate Home Address: _____

_____ City _____ State _____ Zip Code

Candidate Home Phone: _____

Candidate Email Address: _____

School: _____ Grade: _____

Advisor: _____

Advisor Email: _____

School Address: _____

_____ City _____ State _____ Zip Code

School Phone: _____

Fax: _____

Principal: _____

ALL candidates MUST be present at the FTA Civation in order to accept the nomination.
This form MUST be completed and returned to TEA by March 1.

Return to:

Tennessee Education Association
Attn: FTA Associate
801 Second Avenue North
Nashville, TN 37201-1099

Standing Rules for the ELECTION OF EXECUTIVE BOARD MEMBERS

1. Students seeking election to the executive board must complete and mail a candidate form to TEA by **March 1st**.
2. There will be five (5) Executive Board members elected.
3. Each candidate should have someone prepared to give a nomination speech (nominator) and each candidate should have a companion speech (total time - 3 minutes).
4. No more than one (1) person from any school can be nominated.
5. Write-in candidates can be accepted from the floor.
6. Each school present will be granted five (5) votes.
7. In order for a ballot to be valid, all five (5) votes must be used.
8. A school may give a maximum of three (3) votes to any one candidate.
9. Each school will caucus to determine the distribution of the five (5) votes. A ballot having more than three (3) votes to any one candidate will be voided.
10. Those individuals receiving the top five (5) votes will be elected to the Executive Board. The person receiving the most votes will be the chairperson. In the event of a tie, a run-off election will be held between the candidates involved in the tie. The person receiving the 2nd most votes will become the vice-chairperson.
11. The primary responsibility of the Executive Board will be to plan and assist in facilitating the state convention.

**TENNESSEE EDUCATION ASSOCIATION
FUTURE TEACHERS OF AMERICA (FTA)
MINORITY DON SAHLI-KATHY WOODALL SCHOLARSHIP
Application**

This scholarship is available to a high school senior planning to major in education, attending a high school which has a FTA Chapter affiliated with TEA, and planning to enroll in a Tennessee college/university. Deadline for submitting to TEA – **March 1st.**

Name _____

Address _____

City _____ State _____ Zip _____

Email Address _____

School _____ School phone () _____

School Address _____ City _____ State _____ Zip _____

Primary consideration for recipient selection shall be based upon academic excellence, demonstrated leadership abilities, economic need and a demonstrated interest in becoming a teacher. Please provide as much information as possible (do not write on the back of this application – use additional sheets if necessary) in these four areas:

I. Academic Excellence (TRANSCRIPT REQUIRED)

Grade Point Average: _____ (on a 4.0 scale)

Use additional sheets to list your major, minor, academic honors, etc.

II. Demonstrated Leadership Abilities

Use additional sheets to list organizations, offices held, extra-curricular activities, community involvement, etc.

III. Economic Need

Parental Income (Annual) \$ _____

Applicant's Income (Annual) \$ _____ Hours Worked Per Week (Applicant) _____

Number of Children at Home (Excluding Applicant) _____ (Ages) _____

Use additional sheets for other comments.

IV. Demonstrated Interest in Becoming a Teacher

Attach a short essay of no more than 200 words on why you want to be a teacher.

V. Recommendations (Two Required)

Attach a recommendation from one teacher who has taught the applicant within the last three years, and one additional recommendation from someone that may or may not be an educator. Recommendations should be addressed to the Executive Committee.

Applications must be postmarked by March 1st to:

Jeanette DeMain
Don Sahli-Kathy Woodall Scholarships
Tennessee Education Association
801 Second Avenue North
Nashville, TN 37201-1099

**TENNESSEE EDUCATION ASSOCIATION
FUTURE TEACHERS OF AMERICA (FTA)
DON SAHLI-KATHY WOODALL SCHOLARSHIP
Application**

This scholarship is available to a high school senior planning to major in education, attending a high school which has a FTA Chapter affiliated with TEA, and planning to enroll in a Tennessee college/university. Deadline for submitting to TEA – **March 1st.**

Name _____

Address _____

City _____ State _____ Zip _____

Email Address _____

School _____ School phone () _____

School Address _____ City _____ State _____ Zip _____

Primary consideration for recipient selection shall be based upon academic excellence, demonstrated leadership abilities, economic need and a demonstrated interest in becoming a teacher. Please provide as much information as possible (do not write on the back of this application – use additional sheets if necessary) in these four areas:

I. Academic Excellence (TRANSCRIPT REQUIRED)

Grade Point Average: _____ (on a 4.0 scale)

Use additional sheets to list your major, minor, academic honors, etc.

II. Demonstrated Leadership Abilities

Use additional sheets to list organizations, offices held, extra-curricular activities, community involvement, etc.

III. Economic Need

Parental Income (Annual) \$ _____

Applicant's Income (Annual) \$ _____ Hours Worked Per Week (Applicant) _____

Number of Children at Home (Excluding Applicant) _____ (Ages) _____

Use additional sheets for other comments.

IV. Demonstrated Interest in Becoming a Teacher

Attach a short essay of no more than 200 words on why you want to be a teacher.

V. Recommendations (Two Required)

Attach a recommendation from one teacher who has taught the applicant within the last three years, and one additional recommendation from someone that may or may not be an educator. Recommendations should be addressed to the Executive Committee.

Applications must be postmarked by March 1st to:

Jeanette DeMain
Don Sahli-Kathy Woodall Scholarships
Tennessee Education Association
801 Second Avenue North
Nashville, TN 37201-1099

- **The presiding officer announces the result of the vote**

The chairperson formally announces the result of the vote, saying, "The motion is carried, therefore (STATE THE INTENT OF THE MOTION)." If a majority voted in the negative, "The motion is lost." As soon as the vote has been announced by the chairperson, another motion is in order.

TWO TYPES OF AMENDMENTS: PRIMARY AND SECONDARY

1. Adding..."I move to amend by adding the word(s) _____." (at end of motion)
2. Inserting..."I move to amend by inserting the word(s) _____ after the word(s) _____."
3. Striking out..."I move to amend by striking out the word(s) _____."
4. Striking out and inserting..."I move to amend by striking out the word(s) _____ and inserting the word(s) _____." (in the same place)
5. Substitution..."I move to amend by substituting for the pending motion...(state pending motion), to motion...(state substitute motion)."
6. Example to amend by inserting:
 - a. Main motion: "I move that we purchase books for the library."
(Motion is seconded, then stated by the chair).
 - b. Amendment: "I move to amend by inserting the word HISTORY after the word PURCHASE.
 - c. Chair: "It is moved and seconded to amend the motion by inserting the word HISTORY after the word PURCHASE, changing the motion to read, "That we purchase history books for the library." (The chair should always clearly show the effect of the amendment to the motion).

NOMINATIONS AND ELECTIONS

A nomination is the formal presentation to the assembly of a candidate for the office to be filled.

1. Nominations from the floor

- Nominations do not require a second.
- Nominations are in order as soon as the chairperson calls for them.
- As a nomination is made, the chairperson repeats and the secretary records it.
- No member may nominate more than one candidate for each office.
- If there are no further nominations, the chairperson may declare the nominations closed.
- A motion to close the nominations requires a two-thirds vote.
- Prior to voting but following the formal closing of nominations, nominations may be reopened by a motion, which requires only a majority to carry.

2. Nominations by nomination form

Chairperson directs committee to distribute nomination form and the member writes in the name of one person whom he/she desires to nominate.

3. Voting for candidates not nominated

Voters may vote for anyone who is eligible regardless of whether or not he/she has been nominated and anyone receiving the necessary majority is elected. This is commonly called a "sticker ballot."

4. Voting on nominations

- After the nominations are closed, the assembly proceeds to vote upon the names by secret ballot.
- An election becomes effective immediately, if the candidate is present and does not decline, or if he/she is absent but has consented to his/her candidacy. If he/she is absent and has not consented to his/her nomination, the election becomes effective as soon as he/she is notified, if he/she does not decline immediately.
- An officer assumes the duties of the office on the date specified in the bylaws.

Most organizations make specific and detailed provisions for nominating and electing new officers in their constitution and bylaws. The provisions ordinarily include such details as time of nomination, time of elections, method of nominating and electing, and time of installation.

Chair...Announces the result of the vote

- a. whether motion carried or lost
- b. the effect or result of the vote
- c. give the immediate pending question or business, if any, that follows the completion of the motion.

NOTE: Vote does not go into effect until announced by the chair.

• **A member rises and addresses the presiding officer**

A presiding officer should be addressed by title as, "Mr./Madame President." If the specific title is not known, it is always correct to use the term "Mr./Madame Chairperson."

• **The member is recognized by the presiding officer**

The chairperson recognizes a member by his/her name, "Mr./Madame Member" or by a nod to him/her. Having thus received formal recognition from the chairperson, a member is said to "have the floor" and is the only member to present or discuss a motion.

• **The member proposes a motion**

A motion is always introduced in the form, "I move that" followed by a statement of the proposal. This is the only correct phraseology. Aside from very brief explanatory remarks, it is not permissible to discuss the merits of a motion either prior to, or immediately following, the formal proposal of the motion. All discussion must wait until after the chairperson has stated the motion to the assembly and has called for discussion.

• **Another member seconds the motion**

Another member, without rising or addressing the chairperson, may say, "I second the motion." Seconding a motion is merely an indication that the member seconding it wishes the matter to come before the assembly for consideration. If no one seconds the motion, the chairperson may ask, "Is there a second to the motion?" If there is none, he/she may declare, "The motion is lost for want of a second."

• **The presiding officer states the motion to the assembly**

When a motion has been properly proposed and seconded, the chairperson repeats the motion to the assembly, or "states the motion." After it has been formally stated to the assembly, it may be spoken of as a "question," "proposition" or "measure."

• **The presiding officer guides discussion of the question**

When a motion has been formally stated by the chairperson, any member has a right to discuss it. He/she must obtain the floor in the same manner as when presenting a motion. Normally the first person who asks recognition is entitled to speak, but when several members wish to speak to the motion at the same time, certain guiding principles should determine the decision of the chairperson:

- a. The chairperson should always show preference to the proposer of the motion.
- b. A member who has not spoken has prior claim over one who has already discussed the question, or who has proposed another motion.
- c. If the chairperson knows the opinions of the various members regarding the measure before the house, he/she should alternate between those favoring the measure and those opposing it.
- d. The chairperson should recognize a member who seldom speaks in preference to one who frequently claims the attention of the assembly. **DISCUSSION MUST BE CONFINED TO THE QUESTION THAT IS "BEFORE THE HOUSE."**

• **The presiding officer takes the vote on the motion**

When all members who desire to discuss the question have done so, the chairperson puts the motion to a vote. He/she may inquire, "Is there any further discussion?" or "Are you ready for the questions?" If no one rises, the chairperson presumes discussion is closed. He/she will proceed to take the vote by announcing, "All in favor of the motion (STATE THE MOTION) say 'Aye' ." Following response from the assembly, the chairperson then says, "Those opposed say 'No.'" If the chairperson cannot determine from the volume of voices which way the majority has voted, he/she says, "The chair is in doubt. Those in favor of the motion please rise." After counting he/she says, "Be seated. Those opposed, rise. Be seated." Another alternative is to simply call for a show of hands. Certain motions may be voted on by ballot.

The Agenda or Order of Business

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, the following is the order:

I. Call to order

"Will the meeting please come to order?"

(Secretary records who is present or absent among the chapter membership.)

II. Approval of minutes

Secretary will read the minutes of the last meeting.

"Are there any corrections to the minutes?"

"There being no corrections, the minutes will stand approved as read."

or

"Are there any further corrections to the minutes?"

"There being no further corrections, the minutes will stand approved as corrected."

III. Reports of officers and standing committees

Officers, boards or standing committees should be called upon to report in the order in which they are mentioned in the constitution or bylaws of the organization.

IV. Reports of special committees

V. Unfinished business

"We come now to unfinished business. Is there any unfinished business to come before the meeting?"

VI. New Business

"Is there any new business to come before the meeting?"

VII. Programs

VIII. Announcements

IX. Adjournment:

Option 1: Proposer moves for adjournment; motion is seconded; chairperson calls for a vote; action depends upon majority vote. This motion cannot be discussed.

Option 2: Proposer moves to adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded, chairperson calls for discussion; a vote is taken; action depends upon majority vote.

ROBERT'S RULES

(Condensed Version)

Member...Rise and address the chair *(Give your name if in large assembly)*

Member...Await recognition *(The chair will call your name or bow to you as a sign that you have the floor)*

Member...Makes a motion *(I move that...)*

Member...(another)...Seconds the motion *(without getting recognition)*

Chair...States the motion *(It is moved and seconded that...)*

Chair...Calls for discussion *(if debate is allowed)*

"Are you ready for the question?"

Chair...Takes the vote *(Those in favor of...say Aye; those opposed, say No)*

2021 – 2022 Don Sahli-Kathy Woodall Scholarship Winners

Sons & Daughters Scholarship (\$1,000)

Gavin Lester — Son of Tabatha Lester — Blount County Education Association
Gelsey Phillips — Daughter of Troy Phillips — Bedford County Education Association

FTA Scholarship (\$1,000)

Caroline Balthrop — Springfield High School
Alexis Pickett — Obion County Central High School

Johnella Martin Memorial Scholarship (\$1,000)

Basha Rush — McGavock High School

Al Mance Memorial Scholarship (\$1,000)

Robert Beckett — Barlett High School

STEA Scholarships

President (\$2,000): Autumn (Nikki) Belcher — Lincoln Memorial University
\$1,500 Winner: Will Crawford — University of Tennessee at Martin
\$750 Winner: Alexis Wynn — King University
\$750 Winner: Hannah Harosky — King University

Graduate Scholarship (\$1,000)

Jessica Rainey — Science Hill High School, Johnson City, TN

For more information on the Don Sahli-Kathy Woodall Scholarships, contact TEA at 800.342.8367 or visit www.teateachers.org. (See pages 17 and 18 for scholarship applications.)

Local Merit Awards

Local Merit Awards can be given to FTA members upon completion of a determined number of hours of service rendered by the individual. Most chapters plan their own number of hours. Such activities might include work in the library, assisting teachers, tutoring activities or anything else that would be helpful in the promotion of the educational process. FTA Certificates of Hours Completed are available by contacting the TEA FTA Associate.

IV. Identifying pupils to be tutored

- Provide information about the project to teachers, counselors, and students.
- Select pupils from among the students identified by teachers, counselors and those students requesting tutorial assistance.

V. Identifying tutors

- Prepare an information sheet to be completed by potential tutors, which provides necessary data. Information such as time available for tutoring, grade preference and subject strengths should be provided to help in matching tutors and pupils.
- Select tutors from those requesting to participate.

VI. Matching tutors and pupils

- Match tutors and pupils by studying the forms that have been completed.
- Plan for a tutor training session in which tutoring skills can be developed.
- Encourage each tutor to meet with the teacher of the pupil prior to the first tutoring session to discuss the learning difficulties of the pupil, the content of the tutoring sessions and other information.

VII. Establishing responsibilities

Consider the following as responsibilities of the project coordinator, who may be the FTA advisor or president.

- Keep the tutors, pupils and teachers informed on the progress of the project.
- Make necessary re-assignments or changes in tutoring assignments.
- Conduct an evaluation of the project and make recommendations for improvement.

Consider the following as responsibilities of the teacher.

- Work closely with the tutor in developing worthwhile activities for the tutoring session.
- Assist the tutor in developing good tutoring techniques.
- Monitor the tutoring environment to ensure safety for all individuals in the project.

VIII. Evaluating the project

- Provide for a written evaluation of the project by tutors and any others involved in the project.
- Revise the project based upon the information provided by the evaluation.

State and Local Awards: FTA Contests

There are numerous opportunities for FTA students and chapters to be recognized at the annual FTA convention. FTA members are urged to participate in statewide contests.

Applications for state awards must be **postmarked by March 1**. These include:

- Outstanding Chapter
- Member of the Year
- Best Project
- Creative Writing
- Poetry

(See pages ____ for contest applications and rubrics.)

TEA is proud to assist FTA members with the opportunity to further their education. FTA and STEA members have the opportunity to apply for numerous scholarships.

The Future Teachers of America Pledge

President: *The good teacher requires physical vitality.*

Members: *I will try to keep my body well and strong.*

President: *The good teacher requires mental vigor.*

Members: *I will study daily to keep my mind active and alert.*

President: *The good teacher requires moral discrimination.*

Members: *I will seek to know the right and to live by it.*

President: *The good teacher requires a wholesome personality.*

Members: *I will cultivate in myself good will, friendliness, poise, upright bearing, and careful speech.*

President: *The good teacher requires helpfulness.*

Members: *I will learn the art of helping others by doing helpful things daily in home and school.*

President: *The good teacher requires leadership.*

Members: *I will make my influence count on the side of right, avoiding habits that weaken and destroy. These things I will do now that I may be worthy of the high office of teacher.*

Installing Officer: *I now pronounce you members in good standing of Future Teachers of America and congratulate you on your leadership in FTA.*

How to Establish a Tutorial Project

A tutoring project provides FTA members to assist other students with some area of learning that needs individual attention. Those being tutored may be elementary, middle or high school students, or adults. Tutoring projects are established in cooperation with the schools, and may be part of a community program or adult education program. The project outlined here deals primarily with establishing a tutorial project within the school system.

Purpose

A tutoring project developed and conducted by an FTA chapter has two basic purposes:

- To assist a pupil to gain necessary skills and understandings through the assistance of a tutor.
- To provide experience for FTA members in one aspect of teaching, as a means of exploring teaching as a career.

Steps in Establishing a Tutorial Project

I. Determine the need for a tutorial project

- Determine if there is sufficient interest by the FTA chapter members for such a project. Have those students indicating a desire to participate complete an information form indicating the grade level or area in which they wish to tutor.
- Develop an outline of the tutorial project you plan to use.

II. Initiating the project

- Develop a detailed plan and secure approval for the project.
- Contact the school principal or teachers for approval of the project and secure permission to develop the plan.

III. Designing the project

- Identify the elementary and secondary schools that might participate in the project. Contact the principal of each school to arrange for their participation in the project.
- Determine the length of the project. Projects that are scheduled for a full year allow the tutor to work with pupils from different grade levels or subject areas during the second half of the year.
- Select the time during the day and location of the tutoring sessions.
- Decide how many times per week the tutoring will take place.
- Establish conference time between the tutor and the teacher. These conferences should take place frequently during the project.

Suggested Speakers and Topics

A principal, teacher, parent and child discussing, "What is a Teacher?"
School principals, "Teaching from a Principal's Perspective"
Personnel officers, "What we look for in Teachers"
Special Education Consultants
School Counselors, "How to Interview for a Job"
Utilize local classroom teachers and counselors to discuss, "In-the-Field Problems"
Teacher working conditions and collective action
A local association leader or TEA Staff person
College admissions faculty
Local STEA officers/advisors, "Teacher Education"
School Board Members
Community Organizations
School Safety and/or Conflict Resolution

Fund-Raising Ideas

- Work the concession booth at ball games
- Make and sell Christmas tree ornaments, Valentine's Day paraphernalia or other holiday items
- Local chapters purchase donuts and members sell them
- Make cookies or cakes for bake sales
- Have a pie throwing contest
- Sell candy during football and basketball games
- Sponsor a car wash
- Have a "Dollar Friends" campaign. Have each member ask all of their friends to donate one dollar instead of selling merchandise
- Sponsor a student vs. faculty sporting event
- School fair or carnival theme
- Masquerade ball/dance
- Create and sell bookmarks
- Borrow or rent a dunking machine; line up faculty and/or students to sit in the dunking chair.

Please note that all fund-raising activities should follow school and district guidelines. These guidelines vary from school to school.

INSTALLATION OF OFFICERS

Installing Officer: (The FTA emblem may be enlarged using a variety of materials and illuminated electronically.)
“The torch is the universal symbol of the quest for truth and knowledge. This emblem represents the high ideals and purposes of the Future Teachers of America. It indicates that your chapter has met the high standards required for granting of an FTA charter.”

(The officers step forward)

_____, you, as president, are to preside over meetings and see that the work of the chapter advances daily.

_____, you, as vice president, will act as the right hand of the president. You will preside in his/her absence.

_____, you, as secretary, will handle all correspondence and assist the treasurer on renewals and reporting.

_____, you, as treasurer, are to collect dues (if applicable) and faithfully monitor funding endeavors of the chapter.

_____, you, as historian, must bring the history of your chapter up-to-date and prepare the FTA scrapbook.

_____, you, as parliamentarian, must guide your chapter in the study and practice of parliamentary procedure.

Finally, _____, you, as faculty advisor(s), are to advise and guide the members. You will seek to provide valuable pre-professional experiences, which are realistic, exciting, and challenging.

The president will lead us in the Future Teachers of America Pledge.

Thoughts for Holidays and Special Days

- Fall Festival - Dress up in costumes and give a party at a local day care center or hospital and pass out treats.
- Winter Celebration - Dress up like Mr. and Mrs. Claus or elves and give a holiday party for underprivileged children. Have a Christmas party for one selected class or special group in the local school system.
- Adopt an angel or family.
- Provide Thanksgiving baskets for a needy family.
- Send Valentine cards to education faculty members or give a Valentine party at a convalescent center.
- Wear professional attire on designated meeting days.
- In March, celebrate Women in History by highlighting noted female accomplishments each day over the intercom.
- “Pie Day – 3/14” - On or around March 14, celebrate the subject of Math by serving pie to the faculty. Sponsor a school-wide math competition.
- On November 11, Veteran’s Day, wear patriotic clothing.
- In February celebrate tolerance and the importance of Brown vs. Board of Education by creating visual arts or creative writings. For more information, visit www.nea.org or www.tolerance.org

PRESENTATION OF CHARTER AND INSTALLATION OF OFFICERS

This involves presentation and acceptance of the charter and the installation of officers. The custom has been developed and should be encouraged of having a neighboring chapter or STEA Chapter do the honors, in which case the respective officers install their counterparts. The ceremony may be modified at the chapter's discretion. Neighboring STEA Chapter contact information can be found on pages 40-41.

Presentation of Charter (Suggested remarks may be made by local teacher association president, UniServ Coordinator, principal, etc.)

Presenter: "The NEA Representative Assembly approved the formation of the Future Teachers of America program in 1937 and has continued to be a project of the Tennessee Education Association."

"In 1955, the National Commission on Teacher Education and Professional Standards (NCTEPS) of the National Education Association (NEA) accepted responsibility for the further development of FTA. In a similar manner all state education associations have accepted this responsibility, often through their NCTEPS groups. The state FTA consultant promotes and coordinates the FTA program."

"Since 1957, the name **Future Teachers of America** has referred exclusively to chartered chapters in high schools and to state and regional associations of FTA chapters and their advisors."

"Future Teachers of America is composed of three fine ideas. The **Future** belongs to youth and is full of hope, opportunity, and promise for those who prepare themselves for it. **Teachers** are the builders of civilization. Next to the parents who pass on the unending stream of life come the teachers who preserve, enrich and transmit the ideals and purposes of the human race. **America** is peculiarly the home of the Future and the Teacher. It is a magnificent country filled with purpose and promise. It gives the highest place to teachers and their impact on democracy. Be proud of the fact that you are a future teacher and that you have a part in this great movement."

FTA President: "This evening we have come together officially to launch the _____ FTA Chapter of _____ High School. We have chosen the name _____ FTA Chapter in honor of _____."
(State reason for name of chapter)

Presenter: "This FTA chapter joins the great FTA movement by virtue of a charter issued by the Tennessee Education Association. The _____ (local teachers association) pledges its wholehearted support to FTA. It gives me great pleasure to present this charter to you. It reads:

(Read charter)"

"I suggest that you who are charter members write your names on the back of your charter and that you hang it where it may be seen by all who enter this building. The charter, as it is renewed every year, becomes a professional symbol of which you may be very proud.

On you, the officers and members of the _____ FTA Chapter, rests the responsibility for making this chapter a success. In presenting this charter to you, Mr./Ms. President, we entrust you, the officers and the members, with the honor and the responsibility of carrying out the purposes of Future Teachers of America."

Present charter to FTA President

FTA President: "We, the officers and members of the _____ FTA Chapter of _____ High School, accept the responsibility now entrusted to us and earnestly promise to be worthy of our opportunities. We will seek sincerely to make our chapter a vital force in the life of our school and our community."

Representative of Local Education Association: "May you who are the charter members of the _____ Chapter, Future Teachers of America, always be proud of your privilege and responsibility. With your FTA membership comes recognition by the Tennessee Education Association. We also welcome you as junior members of the _____ (local education association). In keeping with the unity of the state education association and the local education association, may you resolve to work together in the spirit of loyalty to our ideals and service to humanity. Wherever you go and however long you may live, may you always do your part to build and strengthen the teaching profession.

ARTICLE VI - MEMBERSHIP

Section 1. Membership is open to any student interested in exploring teaching as a career and who has the high qualities of character, personality, scholarship, and leadership essential to a good teacher.

Section 2. Two consecutive unexcused absences from regularly scheduled meetings may cause loss of membership.

Section 3. The scholastic and citizenship standing of each member shall be reviewed twice annually. Any grades below average may place the member on probation or cause loss of membership.

ARTICLE VII - MEMBERSHIP DUES

The local dues shall be _____ for the _____ school year. (Optional)

ARTICLE VIII - MEETINGS

The chapter shall meet on _____
(Day and Time)

ARTICLE IX - ELECTIONS

Officers shall be elected by ballot annually.

ARTICLE X - QUORUM

A majority of the members shall constitute a quorum.

ARTICLE XI - COMMITTEES

Section 1. The president and advisor shall be ex-officio members of every committee.

Section 2. Committees shall include program, social, publicity, membership, finance and service.

Section 3. The vice president shall be chairperson of the program committee.

Section 4. Chairpersons of other committees shall be appointed by the president.

ARTICLE XII - AMENDMENTS

This constitution may be amended by two-thirds vote at any regular meeting, provided notice in writing of the proposed amendment shall have been filed with the secretary and presented at the monthly meeting preceding the one at which it is to be voted on.

SUGGESTED CHAPTER CONSTITUTION

ARTICLE I - NAME

The name of this Future Teachers of America Chapter shall be:

(Name of Chapter)

(Name of School)

(City)

(State/Zip)

ARTICLE II - PURPOSES

- Section 1. To learn about the teaching profession, its opportunities, responsibilities, and its important role in our democracy.
- Section 2. To explore our own interest and abilities in relation to the various fields of teaching.
- Section 3. To cultivate in ourselves the qualities of personality, character, and leadership which are essential in good teachers.
- Section 4. To learn how and where teachers receive their training, the cost, scholarships available, number of years required, certification requirements and standards.
- Section 5. To study the lives and the influence of great educators.

ARTICLE III - AFFILIATION

- Section 1. This FTA chapter shall be chartered by the Tennessee Education Association.
- Section 2. This chapter shall apply for the renewal of its charter for the current school year by October 15.

ARTICLE IV - OFFICERS AND DUTIES

- Section 1. The president shall preside over meetings and see that the work of the chapter goes forward.
- Section 2. The vice president shall assist the president and act in his/her absence. He/she shall serve as chairperson of the program committee.
- Section 3. The secretary shall keep an accurate list of members and a record of their attendance at meetings and shall record the activities of the chapter, including the minutes of business meetings. He/she shall carry on all chapter correspondence(s).
- Section 4. The treasurer shall collect and record local dues, if necessary, only with an advisor's supervision.
- Section 5. The historian shall keep the history of the chapter and the scrapbook.
- Section 6. The librarian shall care for the chapter materials and make them available for use to members.
- Section 7. The parliamentarian shall foster the study of, and practice of, parliamentary law.
- Section 8. The faculty advisor shall advise the chapter in all its activities and relations.

ARTICLE V - QUALIFICATIONS AND DUTIES OF ADVISORS

- Section 1. The advisor shall be a teacher approved by the principal.
- Section 2. The advisor must be a member of the Tennessee Education Association and the National Education Association.

Ideas for Chapter Activities and Projects

- Open the year with a good business meeting
- Elect officers
- Appoint committees
- Apply for chapter charter or renewal of charter
- Plan programs and activities for the year
- Plan regular meeting
- Train students on how to organize and facilitate a meeting

Solicit support from your local education association and your school faculty. Show as much interest in your local association and faculty as you expect them to show in you. Listed below are suggested activities for your chapter.

- Give apples to the teachers.
- "Shadow for a Day" — FTA members would assist/work for a teacher.
- Teacher Appreciation Week – Each student in the FTA chapter draws a faculty member's name, which remains a secret until the end of the week. Monday-Apple Day; Tuesday-Letter Day; Wednesday-Gift Day; Thursday-Card Day; and Friday-hold a reception with the revealing of the students to their "appreciated teacher."
- Celebrate a birthday by giving a donut, cupcake or flower to a teacher.
- Have a reception to honor retiring teachers.
- Offer to present a program or activity for American Education Week (AEW). For more information on AEW, visit www.nea.org/aew
- Go to elementary or middle schools during Read Across America Week and read to classes.
- Ask each teacher in the school to nominate two or more students who might become top-notch teachers. Formally invite these students to join the chapter. Try to maintain a diverse balance that represents the school's population.
- Explore ways individual students may assist teachers and plan group observations of good teaching.
- Study the desirability of a senior course in "Orientation to Teacher Education Programs."
- Secure resource materials on scholarships and loans available to teacher education students. Learn how they can qualify and apply for such aid.
- Plan many community experiences related to teaching. FTA members can volunteer to teach in church, school and to work with Girl Scouts, Boy Scouts, and other youth organizations. They can volunteer their services to YMCA, YWCA, Urban League and other recreation programs.
- Contact your local UniServ Coordinator and local education leaders to attend meetings and provide materials. UniServ contact information can be found on page 30.
- Attend local school board meetings as a chapter.
- Participate/create an environmental or recycling program.

Purpose of FTA Chapters

- To **interest** good students in becoming teachers, administrators, and/or entering other related fields.
- To **explore** the teaching field; the various opportunities and areas open in the teaching profession.
- To **begin** the development of professional attitudes.
- To **establish** a program for guidance in pre-professional service and development.
- To **provide** an opportunity to work with children so that members may realize potential satisfaction in teaching.
- To **cultivate** qualities of leadership, character and scholarship among students.
- To **study** the lives of great educators.
- To **bring** greater understanding of the value for education in American society.
- To **render** service to the school and the community.

Selective Recruitment of Prospective Teachers

An FTA chapter is an aid to the teaching profession. Its efforts in selective recruitment should stress the problems of teaching as challenges to the individual and should emphasize the opportunities and personal satisfactions of a career in teaching.

Recruitment should be based on principles of selectivity. Available evidence indicates that selective programs, accompanied by high standards, result in more and better educators.

Selectivity requires strong guidance programs. Policies governing programs of selection should include consideration of the welfare of the child, the prospective teacher, and the needs of society. Sound guidance principles should be observed in the program.

The number of qualified college graduates must be increased to provide the necessary professional personnel in all areas of our economy. Teaching is basic to the preparation of staffing for all fields. Therefore, it is a matter of primary concern that annually the needed qualified teachers be secured to educate all professionals.

First Steps:

1. Solicit the approval and support of the school administration and teaching staff.
2. Select an advisor(s) from the most respected and best-qualified teacher(s) in the school.
3. Call a meeting of all students interested in the field of education and present to them the aims, purposes, history, and importance of the Future Teachers of America Program. Have the members study the materials and become familiar with the contents of the FTA Student Handbook.
4. Complete and return the charter application located in the back of this book; to the FTA Associate at the Tennessee Education Association, 801 Second Ave. North, Nashville, TN 37201. Upon receipt of the charter application, TEA will issue your state charter, FTA Advisor and Student Handbooks, membership cards, two complimentary FTA lapel pins, and information concerning the Annual FTA Convention held each spring. Newly formed chapters will receive a leatherette frame with their charter. The leatherette frame belongs to your FTA chapter and should be used to display your charter each year. Please be sure to take care of the frame and display your charter in your school/classroom. (Another frame can be purchased for \$3.00.)

Charters

When applying for an FTA charter it is important to follow the instructions on the charter application form. Type or print correctly and legibly. If you do not have a current application form, you may secure one from the Tennessee Education Association. Affiliation with TEA brings the chapter many materials, ideas, communications, scholarship opportunities and chances to interact with other chapters in workshops and at the state convention.

***Please note that every year your charter will need to be renewed.**

***Please find a charter application in the back of this book.**

Chapter Dues

There are no FTA state dues. Local dues for FTA chapters vary according to the school and the need for dues. Most chapters supplement regular dues by fund-raising projects, depending on the extent of their activities and need for additional financing. See page 11 for "Fund-Raising Ideas."

Naming the Chapter

Each chapter chooses its own name. Sometimes the chapter uses the name of the school; frequently, the name of a teacher or administrator formerly identified with the school is chosen; and often the chapter is named for a distinguished person in the field of education whom the members admire and respect. Perhaps the best and most permanent choice would be to adopt a name identified geographically or historically with the community. The choice is up to the school, advisor(s), and members.

Membership

Eligibility for membership varies among existing chapters. In some schools, membership is open to the entire high school enrollment. These chapters admit any sincerely interested students on the theory that unqualified candidates soon eliminate themselves or are eliminated before they reach college.

Other schools maintain that membership should be elective and selective at the same time. A "selective recruitment" formula for screening applicants should recommend members as meeting the qualifications for teacher preparation. The basic purpose of the chapter is "exploration."

Membership in an FTA chapter should indicate the student maintains acceptable requirements in character, personality, leadership, and scholarship.

The advisor must emphasize to prospective members and members of the FTA chapter the importance of citizenship and proper representation of the school and community from which they come.

Milestones of Development Future Teachers of America

- 1937** The National Education Association (NEA) Representative Assembly approved the formation of “Future Teachers of America” (FTA) groups.
- 1948** A national organization of college chapters was proposed. The national association has a new name — National Association Future Teachers of America (NAFTA).
- 1949** TEA employed a staff member to be in charge of the total student program.
- 1950** TEA held the first state student convention.
- 1955** The NEA Executive Committee placed NAFTA under the administration of the National Commission on Teacher Education and Professional Standards (NCTEPS). NCTEPS created an Advisory Committee to study the FTA program and make recommendations.
- 1957** The Student National Education Association replaced NAFTA as the national professional organization for college students preparing to teach -- and the programs of the college chapters and high school clubs were separated. The high school groups, also supervised by NCTEPS, retained the name “Future Teachers of America.”
- 1958** The TEA adopted the procedure of the two organizations: Future Teachers of America (FTA) for high school students and Student Tennessee Education Association (STEA) for college students.
- 1961** TEA held separate conventions for FTA and STEA and Tennessee has held a convention each year since 1950.
- 1971** Several states changed the name of FTA to Student Action for Education. The national association continued to carry the name of Future Teachers/Student Action for Education. Tennessee advisors voted to retain the name of FTA.
- 1974** The NEA disbanded the FTA program, but the TEA Board of Directors elected TEA to continue the program on a state level and issue state charters.
- 2000** Membership in FTA includes 50 FTA chapters with over 75 Advisors and 1,300+ high school members.
- 2004** Membership in the program has increased to 60+ chapters, including 8 new chapters. There are over 100 advisors and 1,500+ student members.
- 2006** The Tennessee State Department of Education has collaborated with the Tennessee Education Association to offer training to interested FTA Advisors in how to coordinate tutorial sites at their schools.
- 2014** FTA partners with TEA Civication to promote the role of elected officials on the education profession.

How to Start a Future Teachers of America Chapter

A Future Teachers of America (FTA) Chapter may be organized in any high school where several students signify an interest and where an advisor is available who is genuinely interested in its promotion. The advisor must be a member of both the Tennessee Education Association (TEA) and the National Education Association (NEA).

Local education associations frequently take the initiative in starting FTA chapters. Initial interest may also come from other community or school groups. Nearby college Student Tennessee Education Association (STEA) chapters are also eager to help develop chapters.

EXECUTIVE BOARD MEMBERS



2019 – 2020 Executive Board Members

Sophia Pogue, Franklin County High School — Co-Chairperson
Anabel Jaques, Siegel High School — Co-Chairperson
Savannah Lafevers, Franklin County High School — Vice-Chairperson
Miyah Jones, Siegel High School
Deisani King-Tibbs, Siegel High School
Bentley Rajasonbath, Siegel High School

2019 – 2020

Sophia Pogue, Franklin County High School — Co-Chairperson
Anabel Jaques, Siegel High School — Co-Chairperson
Savannah Lafevers, Franklin County High School — Vice-Chairperson
Miyah Jones, Siegel High School
Deisani King-Tibbs, Siegel High School
Bentley Rajasonbath, Siegel High School

2018 – 2019

Leigh Ann Morgan, Franklin County High School — Chairperson
Maynor Sacalxot, Franklin County High School — Vice-Chairperson
Maleigha Clark, Franklin County High School
Hannah Maultbay, Daniel Boone High School
Jamiyah Jones, Siegel High School

FTA Staff Coordinators

Tommie Leaders, Coordinator of Instructional and Advocacy & Student Programs (STEA & FTA) — tleaders@tnea.org
Chris Watson, Communications Associate, Tennessee Education Association — cwatson@tnea.org

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2021 – 2022

FTA Advisor's Handbook

