

# UNITED STATES POWER SQUADRONS® EDUCATIONAL DEPARTMENT

## CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING

### SPONSORED BY UNITED STATES POWER SQUADRONS

THE CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING WILL BE PRESENTED AT EACH ANNUAL MEETING. THE AWARD FOR EACH OF THE FIVE HONOREES WILL CONSIST OF A PLAQUE, A SPECIAL LAMP OF LEARNING LAPEL PIN, AND A FOUR-YEAR CERTIFIED INSTRUCTOR WALLET CARD.

#### GENERAL RULES

1. Each district shall make only one nomination. The nominee shall be an active or associate member in good standing of one of the squadrons in the district that submits the nomination.
2. Current and past National Bridge Officers (C/Cs, V/Cs), current elected officers of the National and District Educational Departments (Rear and Staff Commanders, DEOs and Assistant DEOs) are not eligible to be considered for the award.
3. If a squadron recommends either the squadron educational officer or the assistant squadron educational officer, a committee named by the squadron executive committee must make the recommendation. If this action is taken, the approval shall be stated on the SQUADRON RECOMMENDATION FORM (gray-colored pages) in the space provided, and signed by the squadron commander.
4. Only those members who are actively teaching may be nominated. This means that a person who is nominated must have taught in the Educational Year of the Award (the Educational Year preceding the Annual Meeting at which the Award will be presented - defined as 1 July to 30 June.) The complete course does not have to be taught within the time frame specified - only the nominee's *teaching* (all or part of it) must fall in the Educational Year.
5. There are no "categories" of nominations. The selection by the squadron shall be for that person considered to be an outstanding teacher, based on general criteria contained in the SQUADRON RECOMMENDATION FORM, and on the opinions held and expressed by fellow members and the students taught. Length of membership and number of years spent as an active teacher are not selection criteria, although they may be considered.

#### SUBMITTAL BY THE SQUADRON

1.
  - a. Each SQUADRON RECOMMENDATION FORM *may* (not shall) be accompanied by up to five signed letters of recommendation for the nominee. Such letters, limited to *two* normal pages in length each, shall be written by Active Members only and shall include the writer's certificate number.
  - b. The submitted letters should cite examples of the type of teaching that makes a nominee outstanding, not just state that the nominee is a great teacher. In other words, the letters should answer the question: what makes this nominee an excellent teacher?
2. The squadron submittal to the DEO shall consist of the *current* signed SQUADRON RECOMMENDATION FORM (three pages total), two copies of the CANDIDATE'S BACKGROUND FORM with at least two photos (high resolution digital PC files or glossy prints from negatives) of the nominee suitable for publication, and up to five signed, two-page maximum, letters of recommendation.

3. Do not submit extraneous material such as binders or unnecessary cover sheets. Only materials that can be photocopied easily shall be submitted.
4. The squadron submittal to the DEO shall be made in time to arrive at the DEO's address **not later than the date specified by the DEO**. Submittals made by a squadron to anyone other than to the DEO will *not* be considered and will be returned to the squadron without action.

#### SUBMITTAL BY THE DISTRICT

1. It is the duty of each DEO to obtain a recommendation for the Award from each of the squadrons in the district and to provide the squadrons with a submittal date that meets the DEO's requirements.
2. The DEO, while not responsible for the accuracy of the information on the SQUADRON RECOMMENDATION FORM, shall ascertain to the best of his/her ability that the information is factual.
3. The DEO may promulgate rules and procedures for his/her use to determine the nominee from that district as long as they do not conflict with these rules.
4. Each District Educational Officer shall submit his/her nomination for the Award based upon information submitted by the squadrons in the district. The District submittal to Headquarters shall consist of the *current* signed DISTRICT ENDORSEMENT AND NOMINATION FORM, the selected SQUADRON RECOMMENDATION FORM, one copy of the CANDIDATE'S BACKGROUND FORM with at least one photo of the nominee suitable for publication (high resolution digital PC files or glossy prints from negatives) and up to five signed, two-page maximum, squadron letters of recommendation.
5. As suggested by the National PRO, the DEO shall also send to the Public Relations Officer *in his/her district* a copy of the CANDIDATE'S BACKGROUND FORM together with one or more photos of the district's nominee suitable for newspaper reproduction.
6. The District submittal shall be made in time to arrive by mail at Headquarters United States Power Squadrons, Attention Chapman Award Program, P.O. Box 30423, Raleigh, NC 27622, **NOT LATER THAN 01 SEPTEMBER**. Once all the submittals are in, Headquarters will reproduce the material and forward to members of the selection group. Any submittals received by Headquarters after these dates will be rejected and returned to the sender since the judging process will have started.

Each DEO is responsible for ensuring participation by all squadrons in his/her district for this annual recognition of teaching talent in USPS. To assist to the maximum extent possible, these Rules and forms have been posted to the National Educational Department web page ([www.usps.org/national/eddept](http://www.usps.org/national/eddept)) and mailed to each Squadron Educational Officer and District Educational Officer, with a copy of the Rules to each District and Squadron Commander.

Enclosed for each DEO is a certificate for presentation to the district's nominee for the CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING.

V/C Robert Sweet, SN  
National Educational Officer

Enclosures: District Endorsement and Nomination Form (two copies for each DEO only)  
Squadron Recommendation Forms (one each DEO; two for each SEO)  
Candidate's Background Form (one each DEO; two each SEO)  
District Nominee Certificate (one each DEO)

cc: Each District Commander (Rules only)  
Each Squadron Commander (Rules only)

**UNITED STATES POWER SQUADRONS®**  
Educational Department

**DISTRICT** \_\_\_\_\_

From a total of \_\_\_\_\_ squadrons in my district I received \_\_\_\_\_ nominations.

**CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING**

**DISTRICT ENDORSEMENT AND NOMINATION**

**EDUCATIONAL YEAR 1 JULY 2010 TO 30 JUNE 2011**

(See General Rules)

DATE: \_\_\_\_\_

TO: HQ UNITED STATES POWER SQUADRONS  
ATTENTION CHAPMAN AWARD PROGRAM  
P.O. BOX 30423  
RALEIGH, NC 27622

The following individual recommended by \_\_\_\_\_ Power Squadron is nominated for the Charles F. Chapman Award For Excellence In Teaching for the above educational year:

Name \_\_\_\_\_  
Rank First Initial Last Grade

Address \_\_\_\_\_  
Street Address or P. O. Box

\_\_\_\_\_ City State Zip

\_\_\_\_\_ Home Telephone \_\_\_\_\_ E-Mail Address

Squadron \_\_\_\_\_ Cert. No. \_\_\_\_\_

District Educational Officer: \_\_\_\_\_  
(signature)

\_\_\_\_\_ Rank Name Grade

**UNITED STATES POWER SQUADRONS®  
Educational Department**

**CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING**

**SQUADRON RECOMMENDATION FORM**

**EDUCATIONAL YEAR 1 JULY 20110 TO 30 JUNE 2011  
(See General Rules)**

SQUADRON \_\_\_\_\_ DATE \_\_\_\_\_

TO: DISTRICT EDUCATIONAL OFFICER

The following individual is hereby recommended for nomination for the Charles F. Chapman Award For Excellence In Teaching for the above educational year:

Name \_\_\_\_\_  
Rank First Initial Last Grade

Address \_\_\_\_\_  
Street & No. or P. O. Box

City State Zip

Home Telephone E-Mail Address

Cert. No. \_\_\_\_\_

Years a Member \_\_\_\_\_ Merit Marks \_\_\_\_\_

Courses Completed: (circle) B BS ABC S P AP JN N  
CP EM IT IA ID ME Sa W

Squadron Educational Officer: \_\_\_\_\_  
(signature)

Rank Name Grade

Approved by Squadron ExCom: \_\_\_\_\_  
(See General Rules) (signature)

Cdr: \_\_\_\_\_  
Rank Name Grade

## CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING

The following information is submitted on behalf of the recommendation of:

\_\_\_\_\_

of \_\_\_\_\_ Power Squadron  
and District \_\_\_\_\_ for the 2011 educational year.

	This Year	TEACHING EXPERIENCE 1st Prior Year	2nd Prior Year
Course	_____	_____	_____
Subject(s)	_____	_____	_____
<hr/>			
Course	_____	_____	_____
Subject(s)	_____	_____	_____
<hr/>			
Course	_____	_____	_____
Subject(s)	_____	_____	_____

FOR THE ENTIRE CLASS OR CLASSES MOST RECENTLY TAUGHT:

\* \* \* ( Do not include guest lectures) \* \* \*

	Course Name (     )	Course Name (     )
Original enrollment:	_____	_____
Number passed:	_____	_____
Teaching Aids used:	_____	
	_____	
Teaching Aids developed: (construction by the teacher not required)	_____	
	_____	

SEE THE FOLLOWING PAGE FOR DETAILED REASONS WHY NOMINATED

**CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING**

DISTRICT \_\_\_\_\_ SQUADRON \_\_\_\_\_

NOMINEE \_\_\_\_\_

THE REASON THE NOMINEE IS RECOMMENDED FOR THIS AWARD

The following items should be considered:

- Does the nominee lead the class in learning - or simply teach the book answers without discussing the background?
- Do class members want to explore more about the subject because of the way the nominee taught it?
- Has the nominee inspired the students to take other courses, both AG and EC, as a result of the nominee's teaching skill and ability to inspire? Cite figures, if available.
- Does the nominee meet the objectives of the course? (i.e., are all things expected to be taught as a part of the course material actually taught?)
- Does the nominee use ongoing techniques for assessing the rate of learning of class members and adjust the teaching to achieve a proper class balance?
- Does the nominee have ability to relate to the level of experience of the student?
- Does the nominee use interim testing to advantage to be sure that students are learning the subject?
- Does the nominee have an assistant?
- Has the nominee called to the attention of the National Course Chairman any errors or changes needed in the course material being taught?

NOTE: MANY MORE SUCH QUESTIONS CAN BE USED IN YOUR DETERMINATION OF THE VALUE OF THIS TEACHER TO THE USPS EDUCATIONAL EFFORT.

YOU ARE ENCOURAGED TO DO SO.

Use the space below and additional pages as required to set forth the reasons for this nomination and why this nominee should be a winner of the Charles F. Chapman Award for Excellence in Teaching for this educational year.

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**CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING**  
Sponsored by United States Power Squadrons®

Date \_\_\_\_\_ District \_\_\_\_\_ Squadron \_\_\_\_\_

Member recommended: \_\_\_\_\_

**Candidate's Background**

Employed by:  
(give nature of business) \_\_\_\_\_

Position: \_\_\_\_\_

If owner, name of business: \_\_\_\_\_

If retired, what was the  
business or profession: \_\_\_\_\_

Business address: \_\_\_\_\_  
\_\_\_\_\_

Home address & telephone: \_\_\_\_\_  
\_\_\_\_\_

Additional background  
information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred newspaper (give  
name, address, phone number,  
person to contact) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please enclose at least two photos suitable for publication.  
(High resolution digital files formatted for PC or glossy prints  
from negatives are fine. No MAC files or digital prints, please)

**Notice to Squadrons**

This information is for use in  
publicity for your squadron. Be  
sure to include two copies with the  
recommendation to your DEO.

## **The Chapman Award Nomination Suggestions for the SEO**

Each year the Educational Department conducts an extensive search through every squadron and district to identify and recognize five of our very best instructors. This search and recognition process leads up to the presentation at the USPS Annual Meeting of the *Charles F. Chapman Award for Excellence in Teaching*. All of our instructors work hard, this is one way we can reward them for their efforts.

The official process starts in the spring when the nominee submission packets are distributed to each SEO. However, the forms and instructions are always available on the IDCom website. For the new or busy SEO, this task of preparing the submission can be daunting; it takes many hours to complete. To ease the burden, you can start the selection process in January or even earlier and consider delegating parts of the process to other squadron members.

There are no formulas or patterns to follow. All entries are different; there are no "canned" submissions. But, while all submissions differ, the winners have a few things in common:

- Each submission is clear and concise.
- Each submission is neat and readable. If entries or letters are hand written, this is extremely important.
- While the Chapman Award nomination forms focus on the most recent educational year and the two prior years, the SEO's narrative, accompanying the forms, should also describe the instructor's history of USPS teaching including any years spent teaching in other squadrons. A continuing, long-term commitment to teaching USPS members is an important consideration in the selection process.
- The submission packet is the only way the judges have of viewing the candidate. As one judge recently wrote, "The information needed on the submittal should be enough for us to picture the nominee in the classroom conveying to his students clear and useful instruction, with the use of USPS materials, and helpful additional materials, prepared by him or others."

Following are some suggestions to make the process easier:

- First, read all the material in the packet and review the Chapman Award history and write-ups of the recent winners on the ID Committee website.
- As mentioned, start the selection process early – the deadlines come all too soon.
- Solicit help from other squadron members. Get a team of advisors to help with the process. The ASEO or the Chairmen of the Local Boards should have insights into the various teachers, as do the students themselves. These are a good resource to tap when selecting a candidate. Ask for suggestions at squadron or executive committee meetings.
- Don't keep it a secret – announce your choice to the squadron early. Then ask him or her to review the biographical information for completeness and accuracy, and don't forget to obtain the photos. Of course letters and other such components should not be shared with the nominee.
- When preparing the submission the important thing is what the candidate did as a teacher or for education in general. For instance, the fact that a person is an award winner in Co-op Charting or has completed hundreds of VSC exams, while important and worthy of recognition, isn't considered in the Chapman Award judging. This award focuses on what the teacher does in the classroom and how well it is done.
- Mention teaching aids developed by the instructor for the class, especially if they won national recognition.

- Include information about the success the instructor achieves – 100% course pass rates should be noted.

The letters of recommendation from up to five students are extremely important to the selection committee. Letters that "show" how the teacher taught the course and helped the student through the course are better than those that just make broad statements such as the instructor was "good" or even "great." Letters that show the instructor inspiring the student, perhaps onto further studies are given extra consideration.

Letters are often handwritten; these letters should not be edited or retyped by the SEO. However as previously noted they do need to be legible. The following quotes from letters received reflect the tone of comments from winning entries. Please don't just copy these examples:

- "has a genuine desire to impart knowledge to those he is teaching."
- "makes the learning fun in a very relaxed atmosphere."
- "enthusiasm for boating shows through in his teaching style."
- "Each time I sit in the class I learn something new."
- "teaches with the same enthusiasm whether there are two students or 100."
- "congenial style allows a free exchange of information and encourages participation from his class."
- "never expressed doubt about anyone's ability to grasp difficult concepts; his genuine belief in our sure success worked like a tonic."
- "makes effective use of teaching aids, smoothly integrating the aids into the presentation."
- "always ready to spend extra time outside the classroom to help students having difficulty."
- "Whenever a particularly difficult subject arose, he always seemed to have alternative ways to get his point across."
- "adjusts the schedule and pace of the class to match the scope of student ability."
- "has a special way of relating the course material to real life situations so that you remember the lesson long after the test is given."
- "Many inspired students in his basic classes have joined USPS because of him."
- "kindled our desire to learn."

The Chapman Award winners in the past went above and beyond the normal preparation and presentations expected of a teacher. These are accomplished by most teachers; but it is the originality in teaching and creativity of the class material that sets apart award-winning teachers. In previous years, some Chapman Award winners taught many different courses, while some have specialized in one or two. Regardless, all winners have exhibited teaching skills and qualities that make them stand out.

If a candidate doesn't win one year, he or she can be resubmitted again. However, it is important to revisit the submission to update the content and to see if there are areas for improvement. Save copies of your submission for future reference.

Last, but not least, follow the instructions on the submittal forms and be sure you use the current submittal forms and that all material contains a current date.