

Sample Congratulatory Letter from the Affiliate Excellence Awards Chair:

DATE

Name

Tennessee Council of Teachers of English

(insert street address here)

(insert city, State, zip here)

Dear Name:

It is with great pleasure that I write to tell you that the Tennessee Council of Teachers of English is one of four affiliates which have qualified for the NCTE Affiliate Excellence Award. Other affiliates which will be honored at the YEAR NCTE Annual Convention in CITY, STATE are as follows:

East Baton Rouge Council of Teachers of English

Contact: Mara Malone, President

New Mexico Council of Teachers of English

Contact: Ellen Swain, President

New York State English Council

Contact: Ruth Townsend, NCTE Liaison

Those who have been named winners are winners indeed! Each of these affiliates exceeded the required number of activities for the rather rigorous standards of the awards. Each affiliate offered wonderful programs, important involvement in curriculum development, and strong participation at the national level. These organizations set high goals for themselves and achieved them during the year; you are examples from which all of us can learn.

Recognition of your affiliate will be made at the Affiliate Breakfast at the NCTE Annual Convention in CITY in November. A total of 20 stickers for name badges will also be sent to you as the contact person so that your affiliate members in attendance at the CITY Convention will be honored as well. If you need more stickers, please contact Millie Davis at the NCTE Office. Millie will be in touch regarding specific arrangements for the breakfast and awards ceremony.

Again, congratulations on your outstanding achievement. Please feel free to contact me with additional questions, if necessary.

Sincerely,

NAME, Chair

YEAR NCTE Standing Committee on Affiliates

Sample NCTE "regret to inform" Letter

Date

First Name, Last Name of Application Submitter

Role in Affiliate

Affiliate Name

Street Address

City, State, Zip

Dear (*First Name, Last Name*):

We regret to inform you that (*Affiliate Name*) was not selected as a winner of the (*year*) NCTE Affiliate Excellence Award because it did not meet the membership criteria for the award:

Increase membership through one of the following ways (*Note: Submit a membership list to the NCTE Affiliate Office in the spring of the previous year and in the year of the award. The Affiliate Office will provide information on your membership count in June.*)

1. _____ increase membership in the affiliate by 5% during a year; 3% if the affiliate has 300 or more members.
2. _____ increase of 5% of NCTE members in the affiliate
3. _____ maintain current membership

We would like to compliment your affiliate for the vision, work, and tenacity that go into preparing an application for this award and, most of all, for all the good things you do for English language arts educators in your area. We look forward to your future efforts.

Thank you for entering the (*year*) competition. We are returning your application materials in order to make it easier for you to reapply next year. Please do take the time to enter next year's competition.

Sincerely yours,
(first name, last name), Chair
(*year*) NCTE Affiliate Excellence Award Committee

Millie Davis, Director of Affiliate and Member Services

Sample Press Release

For Immediate Release
DATE

Contact: Millie Davis
Phone: 800-369-6283, ext. 3634
Fax: 217-278-3760
E-mail: affsec@ncte.org

SIX NCTE AFFILIATES RECEIVE HIGHEST HONOR

The NCTE Standing Committee on Affiliates is proud to present the NCTE Affiliate Excellence Awards on November 19, 2005, during the Affiliate Breakfast, an event of the NCTE Annual Convention being held in Pittsburgh, Pennsylvania. These awards were established in 1996 to recognize NCTE affiliates that meet high standards of performance for affiliate programming to promote improvement in the teaching of the English language arts. Ruth Townsend Story of Salem, South Carolina, and chair of the Standing Committee on Affiliates, chaired the review committee. Honored are the following 2005 Affiliate Excellence Award Winners:

Iowa Council of Teachers of English for its first year, Michigan Council of Teachers of English for its third year, Nebraska English Language Arts Council for its fifth year, Ohio Council of Teachers of English Language Arts for its second year, Shelby-Memphis Council of Teachers of English for its third year, and West Houston Area Council of Teachers of English for its fifth year.

Qualifications for the award represent standards of excellence to which all NCTE affiliates should aspire. Award winners fulfilled at least eight different criteria for excellent affiliate programming during the school year of application. The required criteria include increasing membership in the affiliate or NCTE, publishing an affiliate communications instrument at least twice a year, conducting at least one professional development program for members, and completing the annual affiliate report to NCTE by the deadline.

The next four required criteria are chosen from eleven: implementing and maintaining a cultural diversity plan; publishing another communications instrument; developing a program to encourage new teachers into the profession; participating in an NCTE Affiliate Leadership Meeting; participating in at least three affiliate-sponsored activities at the NCTE Convention; nominating at least one member of the affiliate for NCTE office; participating in policy-making activities; participating in curriculum development; applying to at least one awards program sponsored by the NCTE Standing Committee on Affiliates or the NCTE/SLATE Steering Committee; holding a program to directly involve community members in English language arts activities; and creating an affiliate strategic plan.

The National Council of Teachers of English, with more than 60,000 individual and institutional members worldwide, is dedicated to improving the teaching and learning of English and the language arts at all levels of education. Its membership is composed of elementary, middle, and high school teachers, supervisors of English programs, college and university faculty, teacher educators, local and state agency English specialists, and professionals in related fields.

National Council of Teachers of English
1111 W. Kenyon Road
Urbana, Illinois 61801-1096

Phone: 217-328-3870 • 800-369-6283
Fax: 217-278-3761 • Web: www.ncte.org
Email: public_info@ncte.org