**Richard C. Evans Distinguished Mathematics Educator Award**

Application Procedure

Submit items #1 through #7:

1. Evans Award Cover Sheet
2. Nomination Form
3. Nominee Resume
4. At least one letter of reference from administration\*
5. At least one letter of reference from a teaching colleague\*
6. At least one letter of reference from a student, parent, or community member\*

**Note: Each letter of reference should contain specific details about the applicant which demonstrate the qualifications of the award as listed in the ‘Award Details’.**

1. Applicant work sample: This could be a lesson plan, samples of student work, publications written by the nominee, projects completed by the nominee, innovative use of technology in the classroom, websites created by the nominee, etc.
2. Classroom visitation: The seven items above will be reviewed by the selection committee. At most, three finalists will be selected. Classroom visitations will be scheduled and conducted for each of the three finalists. Announcement of the recipient of the award will occur at the annual spring conference. All three finalists will be invited to attend the conference for free. In addition, each finalist will be allowed to bring a guest to the conference at no additional cost.

The Nomination Packet, including all items #1 through#7, should be sent to: NHTM Secondary Representative at [secondaryrep@nhtmteachers.org](mailto:secondaryrep@nhtmteachers.org).

Nomination Form must be received by December 15 to be considered for the award. Completed Nomination packets are due by January 15.

If you have any questions, please contact the NHTM Secondary Representative at [secondaryrep@nhtmteachers.org](mailto:secondaryrep@nhtmteachers.org).

Updated 9/19/19