

# Oklahoma Association of Career and Technology Education (OkACTE) Special Needs Division (SND)

## “OkACTE/SND Casey Cundiff Outstanding Student Award”

### Purpose

The Oklahoma Association of Career and Technology Education (OkACTE)/Special Needs Division (SND) is offering a student financial award to acknowledge the achievement of a career and technology student(s) who is a person with a disability and has overcome barriers to achieve his/her highest potential for success. The purpose for this student award is to assist the student in accessing or completing a career and technology education career major or entering into the occupation for which he/she has trained. Awards between \$300 and \$500 will be made depending upon funds available and number of awards presented.

### Guidelines

1. The criteria used to select the winner will include the student’s career goals, financial need, unusual circumstances, and letters of reference. The student is required to provide documentation of disability which may include test summaries, summary of performance, or a clear diagnostic statement by an appropriate qualified professional.
2. Each nominee must provide two (2) letters of reference. One of the references must be from a person actively involved in the applicants’ current career and technical education in Oklahoma.
3. High school transcripts and/or a list of career and technical courses completed must be submitted with the attached application.
4. All information in this application must be typed or computer generated. In order to receive maximum points in the consideration process all responses to questions should be between 50 -150 words.
5. **Answer all questions.** Applications which do not include: answers to all questions on the application form, two letters of reference, high school transcripts and/or a list of career and technical courses completed, documentation of disability which may include test summaries, summary of performance, or a clear diagnostic statement by an appropriate qualified professional “Examples: IEP / 504 / or diagnosis” will be considered incomplete and eliminated.
6. Each application form must be complete and provide specific information about the applicant. Photos, news clippings, original works of art, etc., which help support the application are encouraged and may be submitted. Materials submitted in support of the application will not be returned.
7. Signature form including parent / guardian signature if under 18 years of age.
8. **NOMINATION FORMS MUST BE POSTMARKED ON OR BEFORE APRIL 15 OF THE YEAR APPLYING FOR AWARD.**

### Mail Completed Application to:

DeAnn Martin  
Moore Norman Technology Center  
4701 12<sup>th</sup> Ave. NW  
Norman, OK 73069  
(405) 364-5763 ext. 6278



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Did you include the following list of materials?

- Answers to all questions on the application (typed or computer generated)
- Two letters of reference
- High school transcripts and / or a list of career and technical courses completed
- Documentation of disability which may include test summaries, summary of performance, or a clear diagnostic statement by an appropriate qualified professional “Examples: IEP / 504 / or diagnosis”
- Optional: photos, news clippings, original works of art, etc., which help support the application are encouraged and may be submitted. Materials submitted in support of the application will not be returned
- Copy of this form with your signature and parent guardian signature if under 18 years of age

### Required Signature

By my signature below, I:

1. Affirm that I have furnished all information requested in this application
2. Understand that withholding information requested or giving false information may make me ineligible for the scholarship
3. Agree that relevant information may be released to off-campus committees for scholarship consideration and to the news media
4. If under the age of 18 your parent / guardian signature is also required

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Signature	Printed name	Date
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Parent / Guardian Signature	Printed name	Date
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Nomination forms must be postmarked on or before **April 15** of the year applying for award. **Incomplete applications will not be considered.** Send applications to:

DeAnn Martin  
Moore Norman Technology Center  
4701 12<sup>th</sup> Ave. NW  
Norman, OK 73069  
(405) 364-5763 ext. 6278

# OKACTE/SND Casey Cundiff Outstanding Student Award Rubric

<b>Applicant Name:</b> _____		<b>Award Applicant #</b> _____	<b>Points Awarded</b>
<b>Completed Typed Application</b>			Pass or Fail Circle One
<b>Question #5 (25 points Possible)</b>			
<b>Question #6 (25 points Possible)</b>			
<b>Question #7 (25 points Possible)</b>			
<b>Question #8 (25 points Possible)</b>			
	Little Effort 0-10	Solid Response 11-20	Excellent 21-25
<b>Supported Materials (10 points Possible)</b>			
	One Document 0-2	Two Documents 3-5	Three Documents 6-8
			More Than Three 9-10
<b>Note: Use this lower section to average all evaluator scores to determine the winners of the award.</b>			<b>Total Points Above</b>
<b>Evaluator Initials:</b> _____  <b>Total Number of Evaluators:</b> _____			All Evaluator Scores
<b>Total:</b>			
<b>Average:</b>			
<b>Final Average</b>			
<b>Final Rank</b>			