



Congressional Achievement Award for Outstanding Students in Career and Technical Education Submission Checklist

When preparing for the Congressional Achievement Award, please complete the following checklist. This will ensure that the nomination packet will be accepted by Representative John Carter's staff. Please consult the official rules and regulations for more information.

Requirements for All Students, Parents/Guardians, and Teachers:

- The packet must be complete.
- The student meets suitability guidelines
- The "Student Press and Privacy Release Form" is signed by all parties and included in the packet

Further Explanation of Packet Requirements:

Nomination form:

- Must be completed and turned in by **March 20th, 2020** to
 - Evan.Bender@mail.house.gov.
- A 1-page nomination letter addressed to Congressman Carter with details as to why you believe the nominee should receive the 31st District's Congressional Achievement Award
- Copies of photos, other awards, news clippings, and other two-dimensional evidence of the student's works and/or achievements (Max 3 pages).
 - This can include pictures of students class work, outside finished projects, etc.
- Winners will be announced on Monday, March 30th, 2020
 - An award ceremony will be held **on Wednesday, April 15th, 2020**

Professional resume and cover letter:

- A standard, one page, resume that summarizes all of the student's activities, achievements, and relevant coursework
 - The one-page cover letter should be addressed to Congressman Carter and highlight why the student is involved in Career and Technical Education, as well as why they would exemplify an outstanding candidate for this award.

Optional: Additional recommendation letters

- Maximum three, one page, recommendation letters
- These letters must be authored by a third-party (not the nominator or the nominee), but should be submitted with the packet
 - A coach, employer, mentor, etc.