

## **Elementary-Middle School Student of the Year Nomination Guidelines:**

### **The student must:**

- be a student in elementary or middle school
- be currently enrolled in a Spanish or Portuguese class
- have demonstrated special aptitude and accomplishments in foreign language

**The nominating teacher must be an AATSP member in good standing (current year dues paid).**

### **The nomination packet consists of the following:**

- 1. Nomination cover page with the following information:** Student's full name, grade in school, home address, telephone.
- 2. Personal data:** please include an active e-mail contact address for the student, if available. School name, district, address, telephone, name and title of school administrator, nominating teacher's name, telephone and e-mail contact information, along with the teacher's 6-digit AATSP ID number.
- 3. Description of student's current course level in Spanish/Portuguese,** as well as additional information concerning any other language courses taken, native/non-native status, and/or outside language experience.
- 4. Evidence of special achievement in the target language.** Documentation may be selected from original drawings, writings, recordings, or other items that can be sent in a standard mailing envelope. It may consist of photo images or other visual record of activities, art work, and/or awards won in foreign language events. Photocopies are recommended, as items submitted will not be returned.
- 5. A minimum of two (2) letters of endorsement.** One letter must be from the student's Spanish/Portuguese teacher; this is a narrative endorsement in which specific reasons for the nomination are cited. The other letter may be from another teacher, a principal, counselor or another person who is familiar with the student.
- 6. Publicity information:** Please include names and addresses of local administration, newspaper contact and date of any school honors program. Please include the following statement, signed and dated by the student and parent or guardian: "The Georgia Chapter of AATSP is granted permission to include [SOTY nominee's name and school] in press releases, in the organization's publications and on the AATSP website."

Send three (3) copies of the completed nomination packet by postmark deadline February 5 to:

Marcela Ruiz-Funes  
Georgia Southern University  
Department of Foreign Languages  
P.O. Box 8081  
Stateboro, GA 30458

**or submit** (1) completed, assembled nomination packet online via email to:

[mruizfunes@georgiasouthern.edu](mailto:mruizfunes@georgiasouthern.edu)