

The **A**ssociation for **E**quality and **E**xcellence in **E**ducation, Inc.

January 10, 2011

Dear TRIO Program Director:

AEEE is excited to present its annual TRIO Achiever Award.

The AEEE TRIO Achiever nomination and selection process is described in the enclosed materials. Nominees should have significantly benefited from AEEE (NY, NJ) TRIO project services, and *should have achieved professional success worthy of the award.*

Our award recipients will receive a plaque from AEEE and will be invited to attend a luncheon in their honor at the AEEE Conference TRIO Achiever Luncheon at the Woodcliff Hotel and Spa, Rochester, NY on Monday, May 2, 2011 from 12 to 1:15pm. Travel arrangements are the responsibility of the individual or the project that nominated the candidate. *Please note that TRIO grant funds may NOT be used for alumni awardee travel expenses.*

All applications must be submitted by **Friday, April 1, 2011**. Recipients and nominators will be notified by mid April. Please send this application packet to:

**Rhoda Miller, Ed.D.**  
**Student Support Services**  
**Dowling College**  
**150 Idle Hour Blvd.**  
**Oakdale, NY 11769**

▪ **PHONE: (631) 244.3335** ▪ **FAX (631) 244.1035** ▪ **EMAIL: MillerR@dowling.edu** ▪

I strongly encourage you to nominate alumni for the AEEE TRIO Achiever Award. Please contact me if you need assistance with the application process or have any questions. I can be reached at my office (212) 237-8280, FAX (212) 237-8906 or by email [texeirak@yahoo.com](mailto:texeirak@yahoo.com)

Sincerely,

*Rhoda Miller*

Rhoda Miller, Ed.D.  
AEEE TRiO Achievers Chairperson

## 2011 AEEE Achiever Award Application

### CANDIDATE INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail \_\_\_\_\_

TRIO Program participated in: \_\_\_\_\_

Institution/agency: \_\_\_\_\_

Dates of participation: \_\_\_\_\_

### NOMINATOR INFORMATION:

Name of nominating person: \_\_\_\_\_

Institution/agency address: \_\_\_\_\_

Phone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail address: \_\_\_\_\_

Please include the following with the application packet:

- A letter of recommendation from the person(s) nominating the individual indicating the reasons for the nomination.
- A letter from the candidate outlining the impact that participation in the TRIO program had on their educational and/or professional objectives.
- A one or two page resume, vitae, or statement indicating educational background, academic and/or professional employment, academic and/or professional honors, professional community or civic contributions, and any other information pertinent to this application.
- Two copies of a one page typed bio/summary of the candidate's background and accomplishments. This bio/summary will be printed in the TRIO Achiever Award program.
- Optional: one black and white (2" x 3") photo of the candidate. This photo will not be returned.

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## **AEEE TRIO Achiever Award Technical Assistance Guidelines**

TRIO Achiever Award applications submitted by candidates must contain sufficient information to allow selection committee members to conduct a meaningful evaluation of applicants' qualifications. To achieve this, projects nominating an applicant will be responsible for providing assistance to the nominee by completing a letter of recommendation and offering the technical assistance listed below.

Assistance provided shall be for the purpose of guiding candidates in elaborating on their background, achievements and involvement in TRIO. Listed below are the guidelines for assisting your candidate.

1. Clarify that the letter from the candidate should include the following:
  - How the candidate learned about TRIO services.
  - How TRIO services helped the candidate to overcome barriers. Encourage the candidate to list specific examples.
  - How TRIO services specifically helped them attain the skills that contributed to their current achievements and successes.
2. Develop a bio/summary of your nominee's background and accomplishments. This typed; one page bio/summary is the responsibility of the project nominating the candidate. This bio and photo will be reproduced in the Luncheon Program.
3. Offer assistance to ensure that application packets are organized, grammatically correct, in compliance with deadlines, and include the proper letter of support. Word processing assistance should be made available if needed.
4. Review application packets for appropriate binder, cover sheet, table of contents and a black and white photo suitable for publication (photo is optional). Application packets should not omit any piece of required information, but may include other pertinent information not required.
5. Help arrange funding for your candidate to attend the AEEE Conference TRIO Achiever Award Luncheon to be held at Woodcliff Hotel and Spa, Rochester, NY on Monday, May 2, 2011 from 12:00 - 1:15 pm.

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