

Sample Congratulatory Letter from the Multicultural Program Award Chair

Date

Name

Name of Affiliate

email

Dear Name,

Congratulations! It is my pleasure to notify you that the Montana Association of Teachers of English Language Arts has been named one of two winners of the NCTE YEAR Affiliate Multicultural Program Award, which is sponsored by the NCTE Standing Committee on Affiliates (SCOA). The review committee was impressed by the efforts made by your affiliate to celebrate and encourage diversity among English teachers. Your specially themed conference was a wonderful reflection of the multiethnic and multicultural diversity of your community.

Your affiliate will be honored at the Affiliate Breakfast on Sunday, DATE, during the NCTE Annual Convention in CITY, STATE. Please be sure to have a representative from your affiliate attend the breakfast--note that those attending the breakfast need to purchase a breakfast ticket in advance.

Thank you for your participation in this program. The Standing Committee on Affiliates is proud of your work and your strong support of multicultural diversity in NCTE and its affiliates. I look forward to congratulating you in person in CITY.

Sincerely,

NAME, SCOA Region (number) Representative
Chair, YEAR Affiliate Multicultural Program Award Committee

cc: Affiliate Director
Chair of SCOA

Sample "Regret to Inform" Award Letter for the Multicultural Program Award

(Date)

(First Name and Last Name of Application Submitter)

(Name of Affiliate)

(Street Address)

(City, State, Zip)

Dear (First Name, Last Name of Application Submitter):

The NCTE Standing Committee on Affiliates would like to extend our thanks to the (affiliate name) for your submission for the (year) Affiliate Multicultural Program Award. We felt your participation with (name, description of the event) was commendable; however, (reason why they didn't win - for example, "the material submitted did not include enough detailed information for the award.")

Your application stated that a cross-section of the community representatives were invited to read their favorite author. However, the description of the event did not provide information reflecting criteria established for the award by the committee. We feel that a more in-depth description of your read-in, with the additional attention paid to the award requirements, would provide us with enough information to consider your affiliate for the award in the future.

I invite you to submit an application for the NCTE Multicultural Award next year. If you're coming to convention, please join us at the Affiliate Breakfast (Day, Date, Time, City)-- note that those attending the breakfast need to purchase a breakfast ticket in advance—and stop by the affiliate booth where the winning award entries will be on display.

Thank you once again for your efforts in promoting multiculturalism in your community.

Sincerely,

NAME, SCOA Region (number) Representative
Chair, YEAR Affiliate Multicultural Program Award Committee

cc: Affiliate Director
Chair of SCOA

Sample Press Release

For Immediate Release:

DATE

Contact: Millie Davis

800-369-6283, ext. 3634

affsec@ncte.org

NCTE AFFILIATE WINS AFFILIATE MULTICULTURAL PROGRAM AWARD

The YEAR Affiliate Multicultural Program Award winner is the Georgia Council of Teachers of English (GCTE). This affiliate has adopted programs, policies, activities, and other events to encourage greater participation in and development of multicultural involvement within the affiliate during the YEAR school year.

This year's winner, the Georgia Council of Teachers of English, is committed to providing opportunities for participation of a diverse group of members. In their own words:

The Georgia Council of Teachers of English "continued to acknowledge the contribution of its ethnically diverse membership and to encourage future English/language arts teachers of color by sponsoring a scholarship to our annual conference. The Future English Teacher of Color Award has been given for several years now. The award is for \$250 and up to four awards are given each year."

"In addition to the Future English Teacher of Color Award, GCTE funded an African American Read-In for students in Columbus, Georgia, through our mini-grant program."

For the thirteenth year, NCTE's Standing Committee on Affiliates will honor affiliates with multicultural programs. The award will be presented at the Affiliate Breakfast on DATE, an event of the NCTE Annual Convention being held this year in CITY, STATE. Sarah Henry, of Little Rock, Arkansas, Region 5 Representative to the NCTE Standing Committee on Affiliates, chaired this year's review committee for the award.

The National Council of Teachers of English, with more than 35,000 individual and institutional members worldwide, is dedicated to improving the teaching and learning of English and the language arts at all levels of education. Its membership is composed of elementary, middle, and high school teachers, supervisors of English programs, college and university faculty, teacher educators, local and state agency English specialists, and professionals in related fields.

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