



HONOR AN OUTSTANDING TEACHER OR ATTORNEY COACH

The High School Mock Trial Committee’s Subcommittee on Honors and Awards would like you to consider nominating an outstanding attorney coach or teacher coach from your region. The subcommittee will review the nominations, and those chosen for recognition will be recognized with a local presentation and in the Committee’s annual report booklet.

The nominating process is relatively simple. Nominations must be postmarked **no later than 15 April**. Nominees will be considered for the region to which their teams were assigned in the current competition season. Nominations not chosen for recognition this year will remain on file for future consideration in their appropriate regions. We will look forward to receiving your nominations!

Criteria for Nominating

REQUIREMENTS	OUTSTANDING TEACHER	OUTSTANDING ATTORNEY
Length of Service	A minimum of 5 years of service to the program (not necessarily at the same school)	A minimum of 5 years of service to the program (not necessarily with the same team)
Letter(s) of Nomination*	By an attorney coach, with additional support drawn from parents, students, other teacher or attorney coaches, members of the local bar, and/or the school administration	By a teacher coach, with additional support drawn from parents, students, other teacher or attorney coaches, members of the local bar, and/or the school administration
Supporting Materials	May include letters, newspaper articles, and/or a list of honors/awards bestowed upon nominee	May include letters, newspaper articles, and/or a list of honors/awards bestowed upon nominee

*Be sure to include the name of the nominee, a summary of reasons the nominee deserves outstanding recognition, an identification of the person(s) making the nomination by name and title, and a brief summary of supporting materials attached.

Helpful Hints for Submitting Nominations

- Only **one** nomination (attorney and/or teacher) per school will be accepted.
- The more nomination letters sent by a variety of people (students, coaches, school administrators, parents, etc.) the better.
- Communicate with fellow coaches to coordinate only one nomination packet per coach nominated.
- Include number of years (dates are preferable) coach has worked with the mock trial program in the “main” nomination letter.
- Include significant mock trial achievements by team and/or nominee while nominee has been a coach – don’t just say, “I nominate Coach A.” and let that be the end of it...elaborate on how **great** Coach A is! Be specific!
- Don’t forget to **SEND A PICTURE** of the nominee with the nomination packet (either a paper picture, or email an electronic picture: mocktrial@gabar.org).
- Don’t staple pages together.
- Send letters on official letterhead, or nice stationary whenever possible.
- Don’t send email messages as nomination letters if you can avoid it. However, if you would like to send an electronic version of a nomination letter on official letterhead attached to an email message, please do!
- The Outstanding Teacher and Attorney coaches will receive the original copies of all nomination letters during their plaque presentation next fall, please keep this in mind as you put together your nomination packet!

Questions Regarding the Nomination Process may be directed to

Stacy Rieke, State Mock Trial Coordinator
(404/527-8779 or 800/334-6865 ext. 779 or mocktrial@gabar.org)

Nominations must be postmarked by 15 April

Georgia Mock Trial Competition
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