

*Bellevue Association of Educational Office Professionals*

## **GEM (Go the Extra Mile) Award**

### **GUIDELINES**

1. These awards will be presented for excellent achievement in the manner in which the candidate does her/his job.
2. A sponsor may nominate only one candidate per category.
3. One (1) copy of the application must be submitted.
4. All nominations must be to the Awards Chairperson by April 1
5. Applications that do not follow the guidelines will be disqualified.
6. One letter of endorsement is required from the sponsor nominating the candidate.
7. The sponsor need not be a BAEOP member.
8. Awards committee is made up of a panel of judges consisting of BAEOP members.
9. All candidates and the sponsors will be notified immediately after the judges have made a decision.
10. The GEM Award winner in each category will be recognized at the Spring meeting.

### **ELIGIBILITY**

1. Candidate must be a current BAEOP member.
2. Candidate must have held BAEOP membership for a minimum of two (2) consecutive years.
3. BAEOP members are eligible if they are employed as an: Educational Assistant, Instructional Assistant, Paraprofessional, or Technology Assistant.

### **CRITERIA FOR JUDGING**

- |  |     |
|--|-----|
| 1. Sponsor's letter of endorsement .....           | 40% |
| 2. Employment, Education, honors and awards.....   | 20% |
| 3. Membership and leadership responsibilities..... | 40% |

### **CATEGORIES**

One individual will be recognized from each of the following categories. Individuals with job titles not listed below may be submitted under the Office Professional of the Year Award.

- A. Educational Assistant
- B. Instructional Assistant
- C. Paraprofessional
- D. Technology Assistant

**Submit the completed Nomination Form and Letter of Endorsement by April 1**  
To Award Chairperson

*Bellevue Association of Educational Office Professionals*

**NOMINATION FORM**

**GEM (Go the Extra Mile) AWARD**

(To be completed by person nominating the candidate)

**PLEASE TYPE OR PRINT LEGIBLY**

Name of Candidate \_\_\_\_\_

School or Department \_\_\_\_\_

Title of job position \_\_\_\_\_ Telephone (work) \_\_\_\_\_

Years employed by BSD \_\_\_\_\_ Years member of BAEOP \_\_\_\_\_

One individual will be recognized from each of the following categories.

- A. Educational Assistant
- B. Instructional Assistant
- C. Paraeducator
- D. Technology Assistant

Category being nominated for \_\_\_\_\_

**Basis for selection of nominee:** Details of why you have chosen to nominate the above nominee will be presented in your Letter of Endorsement. In the space provided below, please list appropriate information that pertains to the following categories: professional growth, professional association participation, leadership, interpersonal relationships and professionalism. This may be a general list with more details in you letter.

Name of Person nominating this candidate (Print) \_\_\_\_\_

Signature of Person nominating this candidate \_\_\_\_\_

Position \_\_\_\_\_ School/Department \_\_\_\_\_

Date \_\_\_\_\_