

# **Educational Office Professional of the Year Award**

## **GUIDELINES**

1. This award 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.
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 BAEOP Educational Office Professional of the Year Award winner will be recognized at the Spring meeting.
11. BAEOP's winner may be forwarded to WAEOP and/or NAEOP by the association if they also qualify for the award at those levels.

## **CRITERIA FOR JUDGING**

A candidate will be evaluated in the following categories:

- |   |     |
|---|-----|
| 1. Employment, Education, honors and awards .....         | 20% |
| 2. Letter of endorsement from nominating individual ..... | 60% |
| 3. Membership and leadership responsibilities .....       | 20% |

## **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 to be nominated for this award if they are employed as an: Office Manager, Secretary, Accounting Technician, Registrar, Library Assistant or other administrative support positions.

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

*Bellevue Association of Educational Office Professionals*

**NOMINATION FORM**

**Educational Office Professional of the Year Award**

(To be completed by person nominating the candidate)

**PLEASE PRINT OR TYPE**

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

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

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

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

Level of Education \_\_\_\_\_ Honors or Awards \_\_\_\_\_

**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 \_\_\_\_\_