***Bellevue Association of Educational Office Professionals***

### BAEOP Special Service Award

### GUIDELINES

1. The nominee must have demonstrated exceptional dedication to BAEOP and its members through service and leadership.
2. A sponsor may nominate only one member per year.
3. One (1) copy of the application must be submitted electronically to the Awards Chairperson by April 18th at 11:59pm.
4. Applications that do not follow the guidelines, may be disqualified.
5. Sponsor must submit one (1) letter of endorsement for nominee (letter should be limited to 200 words or less).
6. The sponsor does not need to be a BAEOP member.
7. Awards committee is made up of a panel of judges consisting of BAEOP members.
8. All nominees and the sponsors will be notified immediately, once the committee makes its decision.
9. Only one Special Service Award will be given annually and the winner will be recognized at the Year End General Membership meeting.

# ELIGIBILITY

1. Nominee must be a current BAEOP member in good standing, currently working for Bellevue School District.
2. Nominee must have held BAEOP membership for a minimum of two (2) consecutive years at the time of nominations.
3. Nominees may not have previously received an award in the same category within the past five years.

**CRITERIA FOR JUDGING**

1. Recommendation of sponsoring member/individual 10%
2. Education, PSP Certification and in-service training completed 20%
3. Membership / leadership roles in association 30%
4. Work Experience (in field of education) 10%
5. Letters of endorsement (maximum of 3) 30%

**CATEGORIES**

No more than one member will be recognized each year. Individuals may be currently working for Bellevue School District, but must meet the guidelines stated above.

**Email the completed Nomination Form and Letter of Endorsement by**

**11:59pm on April 18th to:**

|  |  |
| --- | --- |
| ***Roopa Bansal***  **Tyee Middle School** | [bansalr@bsd405.org](mailto:bansalr@bsd405.org) |
| ***Kavya Rao***  **Tyee Middle School** | [Raok@bsd405.org](mailto:Raok@bsd405.org) |

***Bellevue Association of Educational Office Professionals***

***NOMINATION FORM***

### BAEOP Special Service Award

(To be completed by person nominating the candidate)

**PLEASE TYPE OR PRINT LEGIBLY**

# Name of Candidate

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

Title of job position Phone

Years employed by BSD (optional) Years member of BAEOP (optional)

**(If unsure of this information, you may contact the Co-President or Membership Chair)**

No more than one individual will be recognized for this award each year:

**Basis for selection of nominee:** 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 your letter. Details of why you have chosen to nominate this member will be presented in your Letter of Endorsement. (which should be limited to less than 200 words).

Name of Person nominating this candidate (Print)

Signature of Person nominating this candidate

Position School/Department

Date