*Bellevue Association of Educational Office Professionals*

### Educational Office Professional of the Year Award

### GUIDELINES

1. This award will be presented to a member who displays exceptional professionalism while performing their daily activities in a supportive team environment.
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 at11:59pm.
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 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, who will notify all nominees and sponsors, once the committee makes its decision.
8. Only one Educational Office Professional of the Year Award will be given annually and the winner will be recognized at the Year End Awards Banquet.
9. BAEOP’s winner may be forwarded to NAEOP by the association if they also qualify for the award at that level.

# ELIGIBILITY

1. Nominee must be a current BAEOP member in good standing, currently working for Bellevue School District.
2. Nominees 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 the Office Professional of the Year Award within the past 5 years.
4. BAEOP members are eligible to be nominated for this award if they are employed in one of the following office positions: Office Manager (school or department), Office Assistant, Accounting Tech, Attendance Specialist, Behavior Specialist, Library Specialist, Payroll Specialist, Receptionist, Registrar, Support Coordinators, Tech Specialist and any secretarial position.

**CRITERIA FOR JUDGING**

A candidate will be evaluated in the following categories:

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%

**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***

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email

Title of job position Phone

Level of Education (optional) Honors or Awards (optional)

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 200 words or less).

Name of Person nominating this candidate (Print)

Signature of Person nominating this candidate

Position School/Department

Date