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

### GEM (Going the Extra Mile) Award

### GUIDELINES

1. These awards will be presented to members who do their best to improve their skills and demonstrate professionalism, while working with others in a supportive team environment.
2. A sponsor may nominate only one candidate per category.
3. One (1) copy of the application must be submitted electronically to the Awards Chairperson by April 18th at 11:59pm.
4. Applications not following the guidelines, may be disqualified.
5. Sponsor must submit one (1) letter of endorsement for nominee (letter should be no more than 200 words).
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 once the committee makes its decision.
9. One GEM Award winner from each category will be given annually and the winners will be recognized at the Year End Awards Banquet.

# 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 5 years.
4. BAEOP members are eligible for a GEM Awards if they work in an Early Learning Program, Special Education Department or as Other Support Staff (any position which may not qualify for Office Professional of the Year Award).

**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**

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

1. Paraeducator – GEM/SPED
2. Early Learning – GEM/ELP

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

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

|  |  |
| --- | --- |
| ***Roopa Bansal*****Tyee Middle School** | bansalr@bsd405.org |
| ***Kavya Rao*****Tyee Middle School** | Raok@bsd405.org |

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

***NOMINATION FORM***

**GEM (Going the Extra Mile) 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)**

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

1. Paraeducator – GEM/SPED
2. Early Learning – GEM/ELP

Category being nominated for

**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