

Washington Association of Educational Office Professionals
Awards Program

The following awards are available through WAEOP:

AFFILIATE OF THE YEAR

EDUCATIONAL ADMINISTRATOR OF THE YEAR

EDUCATIONAL OFFICE PROFESSIONAL OF THE YEAR

EXCELLENCE IN COMMUNICATION

(District Internal; District External; Building and Affiliate)

Awards packets are available from all WAEOP Board Members or by contacting Robin Mallory, CEOE, WAEOP Interim Awards Chairman.

You may also contact Robin at Awards@waeop.com

All Nomination Forms Must Be Postmarked By February 1

Please mail all Nomination Forms to:

**Robin Mallory, CEOE
WAEOP Interim Awards Chairman**

3207 S 316th Street

Auburn, WA 98001-3103

WAEOP AWARD GUIDELINES

1. All WAEOP members are eligible to nominate. They may nominate as an affiliate or individual member. They are eligible to nominate any candidate that meets the guidelines. It is not required that they work for the same school district, college, educational service district, etc. The publication award categories are “self nominating” entries.
2. The original and five (5) copies of the application must be submitted. **Do not** send scrapbooks, newspaper clippings or any other materials. The nominator must submit all documentation at one time and no materials will be returned.
3. WAEOP’s winners in the categories of Educational Administrator of the Year and Educational Office Professional of the Year will be forwarded to NAEOP by the state association.
4. Applications **must be postmarked by February 1**. Completed packets should be mailed directly to the WAEOP Awards chairman.
5. All candidates and the sponsoring WAEOP members and/or affiliates will be notified immediately after the judge’s decisions are final.
6. An inscribed plaque will be presented to the winners at the WAEOP Spring Conference. Certificates will be mailed to all nominees.
7. Applications that do not follow the guidelines will be disqualified (i.e., insufficient number of copies, incorrect number of letters and extraneous materials).
8. No fee is required for any of the award categories.
9. Each committee is made up of a panel of judges consisting of WAEOP members. The individual judges represent different districts, schools and/or educational service districts.

WAEOP EDUCATIONAL ADMINISTRATOR OF THE YEAR

ELIGIBILITY

1. Candidate must be currently employed as an Educational Administrator.
2. Candidate must have been employed as an Educational Administrator for five (5) years.
3. Candidate must be a member of the National Educational Association that represents his/her professional occupation.

CRITERIA FOR JUDGING

1. Recommendation of sponsoring member and/or affiliate (Form 1) 5%
2. Experience in education field (Form 2)..... 15%
3. Educational (academic) background (Form 2)..... 10%
4. Membership/leadership responsibility in professional associations (Form 2)..... 5%
5. Personal contributions and achievements in education (Form 2)..... 10%
6. Local/state/national awards received relative to work in education (Form 2) 5%
7. Support of education office professionals (Form 3) 45%
8. Letters of recommendation (maximum of 3) 5%

IN ALL CASES, THE DECISION OF THE JUDGES IS FINAL

Submit the original and five (5) copies of the application to the WAEOP Awards Chairman.

NOMINATION FORMS MUST BE POSTMARKED BY FEBRUARY 1

All WAEOP members are eligible to nominate and encouraged to participate in the awards program.

WAEOP EDUCATIONAL ADMINISTRATOR OF THE YEAR

NOMINATION FORM

(To be completed by sponsoring WAEOP member or affiliate)

Name of Candidate _____

Address _____

Home Telephone (_____) _____ Office Telephone (_____) _____

Employer: Name _____ Location _____

Position _____

Immediate Supervisor (if applicable) _____

Basis for selection of nominee

Name of sponsoring WAEOP member or affiliate _____

Name of affiliate president (if applicable) _____

Address of sponsor _____

Telephone of sponsor: Home (_____) _____ Work (_____) _____

Signature of sponsor _____ Date _____

NOMINATION FORMS MUST BE POSTMARKED BY FEBRUARY 1

WAEOP EDUCATIONAL ADMINISTRATOR OF THE YEAR
(To be completed by the nominee)

PERSONAL CONTRIBUTIONS AND ACHIEVEMENTS IN EDUCATION

LOCAL/STATE/NATIONAL AWARDS RECEIVED RELATIVE TO WORK IN EDUCATION

Signature of Nominee _____

Date _____

WAEOP EDUCATIONAL ADMINISTRATOR OF THE YEAR
(To be completed by sponsoring WAEOP member or affiliate)

SUPPORT OF EDUCATIONAL OFFICE PROFESSIONALS

LOCAL:

STATE:

NATIONAL:

Signature of Sponsor _____

Date _____

**WAEOP EDUCATIONAL ADMINISTRATOR OF THE YEAR
SYSTEM FOR JUDGING THE ADMINISTRATOR**

- A. ____ Candidate must be currently employed as an Educational Administrator.
- B. ____ Candidate must have been employed as an Educational Administrator for five (5) years.
- C. ____ Candidate must be a member of the National Educational association that represents his/her professional occupation.

Name of Candidate: _____

Criteria for judging: (Percentage is maximum – when scoring each candidate, use a graded percentage, i.e., 1% to 5% as the case may be.)

- 1. Recommendation of sponsoring member and/or affiliate – 5% (Form 1) _____
- 2. Experience in education field – 15% (Form 2) _____
- 3. Educational (academic) background – 10% (Form 2) _____
- 4. Membership/leadership responsibility in professional associations – 5% (Form 2) _____
- 5. Personal contributions and achievements in education – 10% (Form 2) _____
- 6. Local/state/national awards received relative to work in education – 5% (Form 2) _____
- 7. Support of educational office professionals – 45% (Form 3) _____
- 8. Letters of recommendation (maximum of 3) – 5% _____
- TOTAL (maximum 100%):** _____

Scored by _____

Dated _____