

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 AFFILIATE OF THE YEAR
ELIGIBILITY**

1. Association must be currently affiliated with WAEOP.
2. President of the affiliate association is responsible for the verification of all information presented on the application form.
3. Criteria will be based on current year's participation.
4. The original and five (5) copies of the application must be submitted.
5. Applications that do not follow the guidelines will be disqualified (i.e., insufficient number of copies, documentation not submitted for indicated participation, programs, and activities).

CRITERIA FOR JUDGING

1. Points are given for percentage of local members who are WAEOP members using the following criteria:
 - 1 point for 1-20 percent of membership
 - 2 points for 21-40 percent of membership
 - 3 points for 41-60 percent of membership
 - 4 points for 61-80 percent of membership
 - 5 points for 81-100 percent of membership
2. Points are given for percentage of local members who are NAEOP members using the following criteria:
 - 1 point for 1-20 percent of membership
 - 2 points for 21-40 percent of membership
 - 3 points for 41-60 percent of membership
 - 4 points for 61-80 percent of membership
 - 5 points for 81-100 percent of membership
3.
 - 2 points for 1-5 PSP/CEO certificates received in last 3 NAEOP deadlines
 - 3 points for 6-10 PSP/CEO certificates received in last 3 NAEOP deadlines
 - 5 points for 11 and above PSP/CEO certificates received in last 3 NAEOP deadlines
4. 5 points for contribution to WAEOP scholarship fund
5. 5 points for contribution to NAEOP scholarship fund
6. 5 points for submitting WAEOP Educational Professional of the Year nominee
7. 5 points for submitting WAEOP Educational Administrator of the Year nominee
8. 5 points for sending delegate to NAEOP Advisory Council
9. 5 points for observing NAEOP Career Awareness Week – submit documentation
10. 5 points for observing National Educational Bosses Week – submit documentation
11. 5 points for publishing Affiliate Newsletter or Magazine – submit documentation
12. 5 points for sponsoring Affiliate Professional Development Program (PDP) – submit documentation

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.

NOMINATIONS MUST BE POSTMARKED BY FEBRUARY 1

WAEOP AFFILIATE OF THE YEAR
(To be completed by sponsoring affiliate)
Self-nomination

Name of WAEOP Affiliate submitting entry _____

Affiliate President _____

Mailing address _____

City, State, Zip _____

Telephone (Home) _____ (Work) _____

Signature of President _____

1. PARTICIPATION (Based on current year's participation)

- a. Number of local members _____
- b. Number of WAEOP members _____
- c. Number of NAEOP members _____
- d. Number of PSP/CEO certificates earned (previous 3 NAEOP Deadlines: (May, September, January) _____
- e. Contributed to WAEOP scholarship fund _____
- f. Contributed to NAEOP scholarship fund _____
- g. Submitted WAEOP Office Professional of the Year nominee _____
- h. Submitted WAEOP Administrator of the Year nominee _____
- i. Sent delegate to NAEOP Advisory Council _____
- j. Observed NAEOP Career Awareness Week _____
- k. Observed National Educational Bosses Week _____
- l. Publish affiliate newsletter or magazine _____
- m. Sponsored Affiliate Professional Development Program (PDP) _____
(during previous 12-month period _____)

Submit the original and five (5) copies of Form 1 to the WAEOP Awards Chairman.

NOMINATION FORMS MUST BE POSTMARKED BY FEBRUARY 1.

All WAEOP Affiliates are encouraged to participate in the awards program.

**WAEOP AFFILIATE OF THE YEAR
ASSOCIATION STATEMENT**
(Maximum 10 points)

In a brief statement (limited to the space below) tell why your association should be recognized for this award.

Certification:

I certify the above statement to be true and correct to the best of my knowledge and belief.

Signature of President: _____

Date: _____

**WAEOP AFFILIATE OF THE YEAR
SYSTEM FOR JUDGING THE AFFILIATE**

- 1. Points are given for percentage of local members who are WAEOP members using the following criteria:
 - 1 point for 1-20 percent of membership _____
 - 2 points for 21-40 percent of membership _____
 - 3 points for 41-60 percent of membership _____
 - 4 points for 61-80 percent of membership _____
 - 5 points for 81-100 percent of membership _____
- 2. Points are given for percentage of local members who are NAEOP members using the following criteria:
 - 1 point for 1-20 percent of membership _____
 - 2 points for 21-40 percent of membership _____
 - 3 points for 41-60 percent of membership _____
 - 4 points for 61-80 percent of membership _____
 - 5 points for 81-100 percent of membership _____
- 3. Points are given for percentage of local members who have earned their PSP/CEOE certificates during the previous three NAEOP deadlines (May, September , January) using the following criteria:
 - 2 points for 1-5 PSP/CEOE certificates received _____
 - 3 points for 6-10 PSP/CEOE certificates received _____
 - 5 points for 11 and above PSP/CEOE certificates received _____
- 4. 5 points for contribution to WAEOP scholarship fund _____
- 5. 5 points for contribution to NAEOP scholarship fund _____
- 6. 5 points for submitting WAEOP Office Professional of the Year nominee _____
- 7. 5 points for submitting WAEOP Administrator of the Year nominee _____
- 8. 5 points for sending delegate to NAEOP Advisory Council _____
- 9. 5 points for observing NAEOP Career Awareness Wk (submit documentation) _____
- 10. 5 points for observing Nat'l Educational Bosses Wk (submit documentation) _____
- 11. 5 points for publishing Affiliate newsletter or magazine (submit documentation) _____
- 12. 5 points for sponsoring an affiliate PDP (submit documentation) _____
- 13. 10 points (maximum) for association statement (submit documentation) _____
- TOTAL (Maximum 70 points) _____

Scored by: _____

Date: _____