

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.

Washington Association of Educational Office Professionals

AWARD FOR EXCELLENCE IN COMMUNICATION
(To be completed by sponsoring WAEOP member or affiliate)
Self-nomination

Name of WAEOP member/affiliate submitting entry _____

Mailing address _____

City, State, Zip _____

Telephone (Home) (_____) _____ (Work) (_____) _____

Signature of Editor _____

Name of Newsletter/Publication _____

Date of Publication _____

ELIGIBILITY

- A. Publications submitted must be edited (or major responsibility for layout and production) by a current WAEOP member. Current editions only (published within the previous 12 month period).
- B. Entries must include the original and five (5) copies of the completed entry form.

CATEGORIES (Type of Publication) (Check one)

- 1. ___ District Newsletter/Publication (Internal-District/All Schools)
- 2. ___ District Newsletter/Publication (External-Community/Region)
- 3. ___ Building Newsletter/Publication (Individual School or Department)
- 4. ___ Affiliate Newsletter/Publication

CRITERIA FOR JUDGING (Listed on rating form)

IN ALL CASES, THE DECISION OF THE JUDGES IS FINAL

Submit the original and five (5) copies of the completed entry form and six (6) copies of the publication to the WAEOP Award Chairman.

NOMINATION FORMS MUST BE POSTMARKED BY FEBRUARY 1

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

AWARD FOR EXCELLENCE IN COMMUNICATION

Name of WAEOP member/affiliate submitting entry _____

Name of Publication _____

Type of Publication: (check one)

- _____ District Newsletter/Publication (Internal-District/All Schools)
- _____ District Newsletter/publication (External-Community/Region)
- _____ Building Newsletter/Publication (Individual School or Department)
- _____ Affiliate Newsletter/Publication

CRITERIA FOR JUDGING THE PUBLICATION

Front page, cover, vital information

- Logo 2 points _____
- Title of Publication 2 points _____
- Purpose 1 point _____
- Content 5 points _____

Format

- Typing: neat, clear, spaced heading, margins 5 points _____
- Publication easily read, art work neat 5 points _____

Editorship

- Spelling, grammar, punctuation 5 points _____
- Orderly 5 points _____
- Interesting layout 5 points _____
- Instructive 2 points _____

Articles

- Articles of educational interest 5 points _____
- Variety of subjects appealing to audience 5 points _____

Affiliate Newsletter/Publication ONLY

- Association activities 5 points _____
- Personal news/association news of members 5 points _____
- News/promotion of WAEOP 5 points _____

TOTAL (maximun 62 points) _____

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