

**New York State Association of  
Educational Office Professionals**

**Office Professional of the Year Award**



Please read carefully and follow the Guidelines

**Applications MUST be postmarked by July 15<sup>th</sup> and mailed to:**

**Deborah McNally  
NYSAEOP Office Professional of the Year Award  
Moreau Elementary School  
76 Bluebird Rd  
South Glens Falls, NY 12803**



**NEW YORK STATE ASSOCIATION  
OF EDUCATIONAL OFFICE PROFESSIONALS**

**OFFICE PROFESSIONAL OF THE YEAR CRITERIA**

1. The New York State Association of Educational Office Professionals of the Year Award was established to annually recognize office professionals, nominated by members, who are ascribed by both their supervisors and peers as possessing exemplary professional and personal characteristics.
2. The Office Professional of the Year is recognized, and receives an inscribed award, at the Awards Banquet during the NYSAEOP Annual Meeting and Conference in the fall.
3. The following criteria will be used by the Committee to evaluate award candidates:
  - a. A current Member of NYSAEOP must sponsor the candidate.
  - b. The nominated office professional must be a current Member of NYSAEOP and must have been a member for three (3) years immediately preceding the date of nomination.
  - c. A rating system of 100 points shall be used in determining the recipient of the award.
    - Up to 35 points: Professional involvements (provide verification of organizational membership/participation and proof of any professional development activities on, or attached to, appropriate nominating questionnaire)
    - Up to 25 points: Recommendation of professional colleagues (attach sealed letters and/or statements)
    - Up to 15 points: Recommendation of supervisor (attach sealed letter and/or statement)
    - Up to 15 points: Recommendation of sponsoring member (provided on, or attached to, appropriate nominating questionnaire)
    - Up to 10 points: Community/Extra-Curricular Involvement (provide verification of participation/involvement on, or attach to, appropriate nominating form)
4. The candidate selected as Office Professional of the Year and the sponsoring member will be notified in writing immediately following the judge's decision.
5. Completed applications must be submitted to:

**Deborah McNally  
NYSAEOP Office Professional of the Year Award  
Moreau Elementary School  
76 Bluebird Rd  
South Glens Falls, NY 12803**

**APPLICATIONS MUST BE POSTMARKED NO LATER THAN JULY 15**

**Nominating Member: Please be sure to include your \$10.00 processing fee with each application**

6. In the event the committee determines that no candidate met the specified qualifications, no award will be made.

**Applicant and Nominating Member must be current NYSAEOP members to be eligible to submit, or be considered for, any recognition or awards.**



# NEW YORK STATE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

## NOMINATING QUESTIONNAIRE (To be completed by sponsoring member)

### OFFICE PROFESSIONAL OF THE YEAR

Name of candidate: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home address: \_\_\_\_\_

Candidate's E-mail: \_\_\_\_\_

Employed by: \_\_\_\_\_ Phone#: \_\_\_\_\_

School address: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Address and Telephone (if different from employers'):  
\_\_\_\_\_

Sponsoring Member: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_ Phone#: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_ Phone#: \_\_\_\_\_

Sponsoring Member's E-mail: \_\_\_\_\_

Recommendation of nominee by sponsoring member (submit additional information on separate sheets attached to this form):

\_\_\_\_\_  
Signature of Sponsoring Member

\_\_\_\_\_  
Date form executed



# NYSAEOP OFFICE PROFESSIONAL OF THE YEAR

## NOMINATING QUESTIONNAIRE (To be completed by applicant)

Name: \_\_\_\_\_

Present Position/Title: \_\_\_\_\_ Years in Position: \_\_\_\_\_

School District: \_\_\_\_\_ Total Years in District: \_\_\_\_\_

Educational Background: \_\_\_\_\_

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1. List all positions held in the educational field, previous positions and places of employment with length of service in each:
  
  
  
  
  
  
  
  
  
  
2. List and submit proof of attendance at conferences, in-service training, workshops, seminars attended as an educational office professional during past years:
  
  
  
  
  
  
  
  
  
  
3. List names of professional and community organizations of which you are a member. Indicate offices held and level of organization (local, county, State, national). List awards, certificates (including PSP Certificates), etc.

A letter of recommendation is required from your immediate supervisor. In addition, you must provide two letters of recommendation from professional colleagues. These letters should include documentation of support and be in a sealed envelope. Return entire nomination package to sponsoring organization.

*Note: Separate sheets may be attached to this form if needed*

# **NYSAEOP Guidelines For Nomination for Office Professional of the Year**

## **NOTIFICATION**

The candidate selected as Office Professional of the Year and the sponsoring member will be notified in writing immediately following the judge's decision.

## **AWARD**

An inscribed award will be presented to the recipient at the NYSAEOP Annual Conference.

## **SELECTION COMMITTEE**

Shall be composed of:

- NYSAEOP Immediate Past President, who will serve as Chairperson (or designee)
- At least two volunteer members at large from the NYSAEOP Annual Meeting

If a member of the Selection Committee should become a nominee, the NYSAEOP Executive Board will appoint an alternate.

If a member of the NYSAEOP Executive Board should become a nominee, the Chairperson (Immediate Past President or designee), with the approval of all members of the Selection Committee, will appoint another member from the membership at large.

**Nominating Member - Please be sure to send your \$10.00 processing fee along with this application to:**

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