



ILLINOIS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

The State Professional Association of Educational Office Professionals

Affiliated with the National Association of Educational Office Professionals

ILLINOIS EDUCATIONAL ADMINISTRATOR OF THE YEAR

GUIDELINES

1. One candidate may be nominated by each IAEOP affiliate association of the current affiliation year (August 1-July 31).
2. The original and three (3) copies of the application must be submitted. DO NOT send scrapbooks, newspaper clippings, or any other materials. All materials must be submitted by sponsoring association at one time and no materials will be returned.
3. IAEOP will provide a \$20 non-refundable fee payable to NAEOP when submitting the state nomination. Fees will be used to help defray expenses for the winner to attend the annual conference.
4. Application materials must be postmarked by February 1 to the Chair of the Illinois Educational Administrator of the Year.

Submit to: Jackie Voorhees, CEOE IAEOP Chair - Educational Administrator of the Year
120 W Lake Avenue Peoria, IL 61614

5. All candidates and the sponsoring associations will be notified immediately of the winning application. The judges' decision is final.
6. An inscribed plaque will be presented to the winner at the spring conference. A certificate of Award of Recognition will also be given to the winner.
7. Applications that do not follow guidelines will be disqualified i.e. insufficient number of copies, incorrect number of letters, and extraneous materials.

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 current member of the national educational association which represents his/her professional occupation (note on Form II) the years are to be listed i.e. 2001-2004.

CRITERIA FOR JUDGING

- | | |
|--|------|
| 1. Recommendation of Sponsoring Association (Form I) | 5 % |
| 2. Experience in Education Field (Form II) | 15 % |
| 3. Educational Academic Background (Form II) | 10 % |
| 4. Membership / Leadership Responsibility in Professional Associations (Form II) | 5 % |
| 5. Personal Contributions and Achievements in Education (Form II) | 10 % |
| 6. Local/State/National Awards Received Relative to Work in Education (Form III) | 5 % |
| 7. Support of Educational Office Professionals (Form III) | 45 % |
| 8. Letters of recommendation (maximum of (3)three) | 5 % |

In all cases, the decision of the judges is final.



Illinois Association of Educational Office Professionals
The State Professional Association of Education Office Professionals
Affiliated with The National Association of Educational Office Professionals

Form II

Illinois Educational Administrator of the Year
(To be completed by nominee.)

Name:		
Position Held:		No. of Years:

EDUCATIONAL POSITIONS HELD

<u>TITLE HELD</u>	<u>PLACE OF EMPLOYMENT / LOCATION</u>	<u>YEAR TO YEAR</u> <small>Ex: 1996-2001)</small>

EDUCATIONAL BACKGROUND

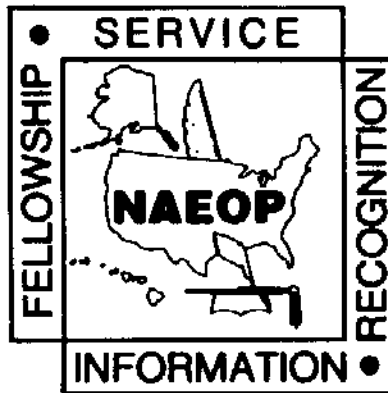
<u>DEGREE</u>	<u>NAME/LOCATION</u>	<u>YEAR</u>

MEMBERSHIP/LEADERSHIP REPONSIBILITY IN PROFESSIONAL ASSOCIATIONS

<u>NAME OF ORGANIZATION</u>	<u>#YEARS</u>	<u>OFFICES/COMMITTEES</u>	<u>#YEARS</u>

(If additional space is needed, use a continuation page in this format.)

National Association of Educational Office Professionals



NATIONAL EDUCATIONAL ADMINISTRATOR OF THE YEAR

**Please read carefully
and follow the GUIDELINES**

**Mail the original and three copies of this application,
postmarked by March 15 to:**

National Association of Educational Office Professionals
PO Box 12619
Wichita KS 67277-2619

NATIONAL EDUCATIONAL ADMINISTRATOR OF THE YEAR Guidelines

1. One candidate may be nominated by each NAEOP affiliate association of the current affiliation year (August 1-July 31).
2. **THE ORIGINAL AND THREE (3) COPIES OF THE APPLICATION MUST BE SUBMITTED. DO NOT send scrapbooks, newspaper clippings, nor any other materials. All materials must be submitted by sponsoring association at one time and no materials will be returned.**
3. A \$20 non-refundable fee payable to NAEOP must accompany the nomination. Fees will be used to help defray expenses for the winner to attend the annual conference.
4. Application materials must be POSTMARKED by MARCH 15. Attach a self addressed, stamped postcard to your nomination packet with the following information "Nomination packet received _____." This card will be completed by the national office and returned showing receipt of nomination packet.
5. All candidates and the sponsoring associations will be notified immediately after the judges' decision is final.
6. An inscribed plaque will be presented to the winner at the annual conference. Certificates will be mailed to all nominees.
7. **APPLICATIONS THAT DO NOT FOLLOW GUIDELINES WILL BE DISQUALIFIED. (i.e., not using current approved form, attaching state form to national form, insufficient number of copies, fee not included, incorrect number of letters, and extraneous materials.)**

(If needed, continuation pages are allowed, if in same format.)

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 current member of the national educational association which represents his/her professional occupation (note on "Form II, Page 1," the years are to be listed, i.e., 2001-2004).

CRITERIA FOR JUDGING

- | | |
|---|-----|
| 1. Recommendation of Sponsoring Association (Form I, page 1)..... | 5% |
| 2. Experience in Education Field (Form II, page 1) | 15% |
| 3. Educational (academic) Background (Form II, page 1) | 10% |
| 4. Membership/Leadership Responsibility in Professional Associations (Form II, page 1)..... | 15% |
| 5. Personal Contributions and Achievements in Education (Form II, page 2) | 10% |
| 6. Local/State/National Awards Received Relative to Work in Education (Form II, page 2).... | 5% |
| 7. Support of Educational Office Professionals (Form III, page 1) | 35% |
| 8. Letters of Recommendation (maximum of 3) | 5% |

IN ALL CASES, THE DECISION OF THE JUDGES IS FINAL

National Association of Educational Office Professionals
PO Box 12619 • Wichita KS 67277-2619

NATIONAL EDUCATIONAL ADMINISTRATOR OF THE YEAR

Nomination Form

(To be completed by sponsoring association)

Name of Candidate _____

Address _____
Street City State ZIP

Home/Cell Telephone () Office Telephone ()

Position _____

Employer _____
Name Location

Immediate Supervisor (if applicable) _____

Basis for selection of nominee (Use other side if more space is needed):

Name of Sponsoring Affiliate _____

Name of Affiliate President _____

Address of President _____

Telephone of President: Home/Cell () Office ()

Signature of President _____ Date _____

NOTE: Submit original and three (3) copies of Forms I, II, and III, and three letters of, along with the \$20 fee to:

NAEOP
PO Box 12619
Wichita KS 67277-2619

MUST BE POSTMARKED BY MARCH 15

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

Name _____

Position Held _____ No. of Years _____

EDUCATIONAL POSITIONS HELD

TITLE	PLACE OF EMPLOYMENT	YEARS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATIONAL BACKGROUND

DEGREE	NAME/LOCATION	YEARS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MEMBERSHIP/LEADERSHIP RESPONSIBILITY IN PROFESSIONAL ASSOCIATIONS

NAME OF ORGANIZATION	YEARS	OFFICES/COMMITTEES	YEARS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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