

# **ILLINOIS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

## **DISTINGUISHED SERVICE AWARD GUIDELINES**

### **PURPOSE**

**The IAEOP Distinguished Service Award is to honor individual members who have demonstrated exceptional support to the Illinois Association of Educational Office Professionals through the following criteria:**

- **demonstrated exceptional abilities and leadership performance**
- **advanced and/or enhanced the professional standing of educational office professionals**
- **significantly improved or elevated the standards of any of the IAEOP programs**
- **demonstrated professionalism, courage, determination and achievement in the performance of the responsibilities assigned to them or volunteered by them**

### **PROCEDURE FOR NOMINATION**

1. The IAEOP Distinguished Service Award is an award of the IAEOP Board of Directors. (Board of Directors is elected board members: President, President-Elect, Immediate Past-President, Secretary, Treasurer, Area Directors)
2. **Selection of recipients will be exclusively a decision of the Board of Directors.**
3. Nominations must be POSTMARKED by JULY 1.
4. **Nominations must be submitted by a current IAEOP member. Nominations must be in writing. Detailed information on the services performed for the Association by the individual being nominated must be included along with documentation of the service.**
5. Nominations shall be mailed to the IAEOP Secretary.
6. **All nominations received for the Award shall be acted on in executive session. An executive session for the Board of Directors, shall be called by the President prior to the spring conference.**
7. Nominees must receive 2/3 support of the elected board for recognition. .

### **PRESENTATION**

*It is not mandatory that an IAEOP Distinguished Service Award be presented annually. In a year when an award is conferred, an engraved plaque shall be presented to the recipient at the banquet during the Spring Conference.*

**NOTE:** This award should be kept confidential until the award is given at the spring conference by the board of directors.

***Illinois Association of Educational Office Professionals***

**IAEOP DISTINGUISHED SERVICE AWARD**

**NOMINATION FORM**

**All information on this form will be considered confidential and will be reviewed by the Board of Directors only.**

Name of Nominee \_\_\_\_\_

Address of Nominee \_\_\_\_\_

REASON FOR NOMINATION: (Please give enough information to help board members consider the nomination before meeting, but for duplicating purposes, please try to limit to front and back of this page.)