

OKASBO

Business Official of the Year

PROGRAM



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OkASBO

Business Official of the Year

IMPORTANT DATES

Application Deadline

January 31

(Last day to postmark applications)

**Program Ceremony to be held at
the OkASBO Spring Conference**

For more information and to submit applications,
please contact:

Ann Wade
OkASBO Executive Director
P.O. Box 549
Claremore, OK 74018
918-825-2981
info@okasbo.org

You can access OkASBO 24 hours a day by
visiting our website at

www.okasbo.org

Official Application

Name _____

Title _____

District/Employer _____

Address _____

City/State/Zip Code _____

Work Phone _____ Fax Number _____

E-Mail _____

Professional Contributions

Please provide supporting documentation to indicate:

- Involvement in professional associations.
- Participation and activities on a local, state, national and/or international level.
- Professional credentials including degrees held, dates received.
- Continuing education course work done
- Articles, books, papers and other published projects.
- Formal speaking engagements or presentations within or outside the context of your employment.

Narrative Recommendation

Please provide a narrative essay related to each of the following criteria. Brevity will be received favorably. The response to each item should be limited to a single page or less.

Criteria 1 ~ How has the nominee assisted the school entity in maximizing its financial resources? Please describe efforts above and beyond the requisite job responsibilities.

Criteria 2 ~ How has the nominee improved public relations through involvement in local community activities. How has the community benefited from these efforts?

Criteria 3 ~ How has the nominee's commitment to the profession helped improve School Business Management at the local, state national and/or international level.

References

Please include two letters of reference, which speak to the nominee's character and professional ability. One letter should be from the nominator, and the other from the nominee's district. Each letter should be *limited to one page*.

Professional Association	Position Held	To	From

Professional Activities	Location	Dates

Professional Certification or Registration	Date

College or University	Degree and Program Major	Date

Continuing Education	Location	Date

Speaking & Publication	Topic	Date

ELIGIBILITY REQUIREMENTS

and Program Rules

1. The OkASBO Business Official of the Year Program is open to all OkASBO active members having at least one (1) year of membership prior to nomination.
2. The OkASBO Business Official of the Year is a peer recognition program for outstanding service, innovative plan design and implementation, or other exemplary business practices within school business management. Nominations will be accepted from OkASBO Active or Honorary Members, immediate supervisors, and local boards of education. Self-nominating applications will be rejected.
3. All entries must be made using the official application with attachments. Entries must be postmarked by January 31. Entries postmarked after this date will be returned.
4. The award winner will be required to submit a 100 word biography along with a professional photograph be used in the program brochure and press releases.
5. The decision of the independent selection committee is final.

Recipient will receive:

- ◆ A check for \$1,000.
- ◆ Recognition in news and trade media
- ◆ An engraved plaque at the Spring Conference

School Business Official of the Year Selection Committee

This committee is composed of the past winners of this award and they are responsible for updating the application form and distributing applications statewide to all districts and superintendents. This application should be included in the November *OkASBO News* (or a notice that the application is available). This committee will evaluate the applicants and recommend a candidate for this award to the OkASBO Board. In the event no applications are received, the committee may choose an Oklahoma ASBO member who is to be recommended to the OkASBO Officers and Board of Directors, who will make the final selection. The criteria for this program will be reviewed periodically. Recommendations to change to the selection criteria will be submitted to the general membership for comment through the newsletter or at the spring or fall conference.

