



# Wisconsin School Business Services Award

## Application form / Nomination Checklist

The purpose of the Wisconsin School Business Services Award is to recognize outstanding practices and new ideas that result in significant contributions to school entities or the profession of school business management. Successful applications have focused on areas such as budgeting, construction, cost savings, energy conservation, food service, resource allocation, safety, transportation, and technology. The winner of the Business Services Award is subsequently nominated for the ASBO International Pinnacle Award.

Nominated District: \_\_\_\_\_

Nominator: \_\_\_\_\_

Nominator Address: \_\_\_\_\_

Nominator Email: \_\_\_\_\_

Please use the charts below to assist you in organizing your nomination materials.

ELIGIBILITY CRITERIA	YES	NO
Active district professional WASBO member?		
Currently employed in district/educational institution where practice has been implemented?		

SELECTION CRITERIA – Does the nomination materials provide evidence of the following?*	YES	NO
One-page Executive Summary		
Project Summary (in 6 parts)		
Additional exhibits?		

\*Visit [wasbo.com/awards](http://wasbo.com/awards), for more details on the criteria being used to evaluate nominations.

Nomination packets shall contain:

- ✓ One-page executive summary
- ✓ Project Summary in six parts
  - Summary of project/idea
  - How is this a new idea?
  - Why do you believe it is innovative?
  - Is innovative business service concept replicable?
  - Measurable examples of improvements or savings
  - How has it benefitted students, staff and the community and does it impact student achievement?
- ✓ Additional exhibits
- ✓ District or educational institution's enrollment
- ✓ Statement designating how the \$1,000 award will be utilized.

**Submit this form with supporting documents by mail OR email:  
WASBO | 4797 Hayes Road, Suite 202 | Madison, WI 53704  
Awards@wasbo.com**