



Wisconsin Association of School Business Officials

## SCHOOL BUSINESS OFFICE PROFESSIONAL OF THE YEAR AWARD

### APPLICATION FORM / NOMINATION CHECKLIST

The purpose of the School Business Office Professional of the Year (SBOP) Award is to recognize the recent (within the last five (5) years) outstanding contributions of the recipient to their local school district and community, to the business office profession, and to WASBO.

Nominee: \_\_\_\_\_

Nominee's District: \_\_\_\_\_

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

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

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

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

ELIGIBILITY CRITERIA	YES	NO
Active school business office professional employed at least 5 years?		
Not a winner of the SBOP Award in the last five (5) years?		
Not a current member of the WASBO Board of Directors?		

SELECTION CRITERIA – Does the nomination materials provide evidence of the following?*	YES	NO
Leadership in the Schools		
Continuing Professional Development		
Active Participation in the Community		

\* See the WASBO Professional Recognition Program brochure, or [www.wasbo.com/awards](http://www.wasbo.com/awards), for more details on the criteria being used to evaluate nominations.

Nomination packets may, but are not required to, include letters of recommendation from the following:

- ✓ The nominee's district administrator and/or business administrator;
- ✓ From the nominee's colleagues in your area, or from throughout the state;
- ✓ From school board members;
- ✓ From local officials;
- ✓ From community organizations the nominee actively participated in and provided leadership to.

Letters should focus on the selection criteria listed above. Collectively, as many of the selection criteria as possible should be addressed in the supporting documents. Please limit submitted letters to no more than six (6). Selection of the honoree from all nominees will be based upon the submitted nomination materials. Please be thorough in presenting the nominee's accomplishments.

Letters should be specific to the dates of projects, initiatives, programs implemented to ensure they qualify as "recent."