



## **OFFICE PROFESSIONAL OF THE YEAR**

(Must include (3) letters of recommendation)

### **CANDIDATE INFORMATION**

NAME (DR., MS., MR., MRS)

\_\_\_\_\_

Title                      First                      Last

HOME ADDRESS

\_\_\_\_\_

Street

\_\_\_\_\_

City    State                      Zip

EMPLOYER

\_\_\_\_\_

Full Name of the School/College/District

JOB TITLE

\_\_\_\_\_

Title

BUSINESS ADDRESS

\_\_\_\_\_

Street

\_\_\_\_\_

City    State                      Zip

TELEPHONE NUMBERS

\_\_\_\_\_

Home/Cell                                      Office

E-MAIL ADDRESS

NUMBER OF YEARS AS AN OFFICE PROFESSIONAL \_\_\_\_\_

CURRENT MAEOP MEMBER     YES                       NO

CURRENT NAEOP MEMBER     YES                       NO

### **INFORMATION about the person who is nominating the Office Professional (You must be an Administrator or an Office Professional)**

NAME

\_\_\_\_\_

Title                      First                      Last

ADDRESS

\_\_\_\_\_

Street                      City    State                      Zip

E-MAIL ADDRESS

TELEPHONE NUMBERS

\_\_\_\_\_

Home/Cell                                      Office

### **MAIL or EMAIL COMPLETED FORM WITH THE LETTERS OF RECOMMENDATION :**

Sue Anderson  
NW Suburban Integration School District  
9201 West Broadway #690  
Brooklyn Park MN 55445  
[sanderson@nws.k12.mn.us](mailto:sanderson@nws.k12.mn.us)

**SUBMISSION DEADLINE:    Must be postmarked or emailed by **July 15, 2018****



## Minnesota Association of Educational Office Professionals Office Professional of the Year

### GUIDELINES

- THE ORIGINAL APPLICATION AND 3 LETTERS OF RECOMMENDATION MUST BE SUBMITTED. **DO NOT** include scrapbooks, newspaper clippings, or any other materials. All materials must be submitted by the sponsoring individual(s) at one time and will not be returned.
- MAIL THE ORIGINAL of this application and letters of recommendation, postmarked by **July 15, 2018** to:

Sue Anderson  
NW Suburban Integration School District  
9201 West Broadway #690  
Brooklyn Park MN 55445  
[sanderson@nws.k12.mn.us](mailto:sanderson@nws.k12.mn.us)

### ELIGIBILITY

1. Candidate must be a current MAEOP member and must have held membership for a minimum of three (3) consecutive years immediately prior to nomination.
2. Candidate must currently be employed as an educational office professional (e.g. secretary, clerk, bookkeeper, registrar, and library aide).
3. Candidate must have been employed as an office professional for a minimum of five (5) years in an educational institution, agency, public or private school, college, or university.

### MAEOP CRITERIA FOR JUDGING

- |  |     |
|--|-----|
| 1. Recommendation from sponsoring individual                     | 10% |
| 2. Membership role in professional/non-professional Associations | 20% |
| 3. Acts of going above and beyond – examples/explanation         | 30% |
| 4. Interest shown in professional development and efficiency     | 20% |
| 5. Letters of recommendation – maximum of three (3)              | 20% |

**PLEASE NOTE: This is an *once-in-a-lifetime* award.**

If a recipient is also a member of the National Association of Educational Office Professionals (NAEOP), we will submit his/her information to NAEOP for consideration for the Olive T. Ritchie Educational Office Professional of the Year award. The following is the judging criteria that will be used for that award.

### NAEOP CRITERIA FOR JUDGING

- |  |     |
|--|-----|
| 1. Recommendation from sponsoring association (application form)             | 10% |
| 2. Education, PSP certificates, in-service courses completed                 | 20% |
| 3. Membership/leadership roles in professional associations                  | 30% |
| 4. Community activities/personal contributions and achievements in education | 10% |
| 5. Personnel rating (special NAEOP form)                                     | 15% |
| 6. <u>Three</u> letters of recommendation                                    | 15% |