

# NHAEOP

New Hampshire Association of Educational Office Professionals  
www.nhaeop.org

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## *New Hampshire Association of Educational Office Professionals*

### *Administrator of the Year*

The New Hampshire Association of Educational Office Professionals is proud to present its annual Administrator of the Year Award program. NHAEOP is pleased to have this opportunity to continue the tradition of recognizing an excellent administrator who demonstrates exemplary membership and leadership through active participation in district activities, a commitment to learning and student achievement, uniting community resources, recognizing and encouraging staff excellence, and celebrating achievement.

A selection committee reviews the complete and timely submitted nomination packets to identify the Administrator of the Year. The selected nominee will be notified upon the completion of the review process and honored at the annual NHAEOP conference. More information will be given the recipient at a later date.

Applications must be postmarked on or before April 3rd. Applications submitted after that date will not be considered.

Please forward application packets to: Pam Patnode, Charlestown Middle School, PO Box 325, Charlestown, NH 03603. If you have any questions, please contact Pam Patnode at [ppatnode@sau60.org](mailto:ppatnode@sau60.org).

# *New Hampshire Association of Educational Office Professionals*

## **Nomination Form For NHAEOP Administrator of the Year**

**Please read carefully and follow the guidelines**

**Nomination form must be postmarked by April 3rd and mailed to:**

**Pam Patnode  
Charlestown Middle School  
PO Box 325  
Charlestown, NH 03603**

1. Candidates must be nominated by a current NHAEOP member .
2. Candidates may be nominated individually or as a representative from an individual school district.
3. Two (2) copies of the application and a maximum of three (3) letters of recommendation must be submitted. Applications or accompanying materials will not be returned.
4. All candidates and the sponsoring individual association/school district will be notified immediately after the committee's decision.
5. The recipient will be honored at the annual NHAEOP Conference.

### **Eligibility**

1. Candidate must be currently employed as an educational administrator in the state of New Hampshire.
2. Candidate must be a member of the state and/or national educational association representing his/her administrative position.

### **Criteria for Judging**

- 25% - Recommendation from sponsoring person/group
- 25% - Support of and encourage growth for education office professionals
- 25% - Three letters of recommendation
- 10% - Personal contributions and achievements in education
- 10% - Membership/Leadership responsibility in professional associations
- 5% - Personal contributions and achievements in fields outside of education

**Note:** If you have any questions, please contact Pam Patnode, Awards Chairman  
[ppatnode@sau60.org](mailto:ppatnode@sau60.org)

## NHAEOP Administrator of the Year – Nomination Form

(To be completed by sponsoring Association/School District)

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone (home): \_\_\_\_\_ (work): \_\_\_\_\_

Employer: \_\_\_\_\_ Location: \_\_\_\_\_  
(School, College, Other Educational Office) (School, Department, etc.)

Position: \_\_\_\_\_

Immediate Supervisor (if applicable): \_\_\_\_\_

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1. Basis for Selection of Nominee:

2. Support of Educational Office Professionals:

Local:

State:

National:

Name of Sponsoring Association/Individual: \_\_\_\_\_

Address of President/Individual: \_\_\_\_\_

Telephone of President/Individual (home): \_\_\_\_\_ (work): \_\_\_\_\_

Signature of President/Individual: \_\_\_\_\_

(Attach additional pages if necessary)

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◆ Service

◆ Information

◆ Recognition

◆ Fellowship