

NHAEOP

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



New Hampshire Association of Educational Office Professionals

2016 Office Professional of the Year

The New Hampshire Association of Educational Office Professionals is proud to present its annual Office Professional of the Year Award program. NHAEOP is pleased to have this opportunity to continue the tradition of recognizing an excellent office professional who extends him/herself beyond basic required duties by displaying initiative and creativity, demonstrates exceptional skill and dedication on the job, earns respect and admiration of colleagues and the community, and displays exemplary leadership abilities through active participation in district and community activities. He/she must exhibit excellent interpersonal skills, and utilize in-service and/or other training to consistently improve and develop skills in communicating with community members, families, coworkers, and other professionals.

A selection committee reviews the complete and timely submitted nomination packets to identify the 2016 Office Professional of the Year. The selected nominee will be notified upon the completion of the review process and honored at the annual NHAEOP conference being held at the North Conway Grand Hotel, North Conway. More information will be given the recipient at a later date.

Applications must be postmarked on or before April 4, 2016. 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.

New Hampshire Association of Educational Office Professionals

Nomination Form For 2016 NHAEOP Office Professional of the Year

Please read carefully and follow the guidelines

Nomination form must be postmarked by April 4, 2016 and mailed to:

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

1. Candidates must be nominated by a current NHAEOP member (or an administrator).
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 to be held:

Location: North Conway Grand Resort – North Conway

Eligibility

1. Candidate must currently be employed in New Hampshire as an educational office professional (i.e., secretary, clerk, accountant, bookkeeper, registrar, etc.) in an educational institution agency, public or private school, college or university, for a minimum of five (5) years.
2. Candidate must be a current member of the New Hampshire Association of Educational Office Professionals.
3. Current Executive Board and Committee Chairs of the NHAEOP are not eligible.

Criteria for Judging

- 25% - Recommendation from sponsoring individual association/school district
- 25% - Three letters of recommendation
- 20% - Membership/leadership/involvement in professional and non-professional associations
- 20% - Interest shown in the development of professional efficiency
- 10% - Personal contributions and achievements in fields outside of education

Note: If you have any questions, please contact Pam Patnode, Awards Chairman
ppatnode@sau60.org

2016 NHAEOP Office Professional 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.)

Supervisor: _____ Title: _____

Name of Nominator: _____

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1. What contributions has the nominee made to the education system in your district.
 2. What qualities set this employee apart from his/her peers?
 3. What kind of professional efficiency and initiative does the nominee exhibit in job performance?
 4. List community involvement and leadership positions held by nominee, professional & non professional.
 5. Why are you nominating this person?

(Attach additional pages if necessary)