

**GUIDELINES FOR NOMINATIONS FOR
IDAHO ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
ADMINISTRATOR OF THE YEAR AWARD**

ELIGIBILITY:

The nominee must currently be employed as an educational administrator.

NOMINATION FORM:

1. The nomination form must be typed.
2. The nomination form must be signed by the president of the association submitting the nomination.
3. The sponsoring association must be an affiliate of IAEOP and must submit the nomination form.

CRITERIA FOR JUDGING:

- | | |
|---|-----|
| 1. Interest shown in educational office personnel | 45% |
| 2. Recommendation of sponsoring association | 15% |
| 3. Letters of recommendation (three letters maximum) | 10% |
| 4. Achievements in the field of education | 10% |
| 5. Experience in the field of education | 10% |
| 6. Educational (academic) background | 5% |
| 7. Membership/Achievements in professional associations | 5% |

DEADLINE FOR APPLICATION:

Nomination forms must be postmarked no later than February 15, 2012. Send completed nominations to:

**Sue Robbins, IAEOP Awards Chair
Camas County Schools
P O Box 370
Fairfield, ID 83327**

The nominee selected as IAEOP Administrator of the Year and the sponsoring association will be notified after February 29, 2012.

The administrator selected will be honored at the Awards Banquet during Annual Conference, Friday, April 13, 2012.

The administrator selected will be nominated for the 2013 NAEOP Administrator of the Year award.