



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

**ELIGIBILITY:**

1. The nominee must currently be a member of IAEOP
2. The nominee must currently be employed as an educational office employee.

**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. Professional activity (association leadership, activities and participation)  | 40%  |
| 2. Education and workshop participation  | 25%  |
| 3. Letter of recommendation from immediate supervisor and Two other persons of the candidate's choice (three letter maximum) | 20%  |
| 4. Recommendation of sponsoring association  | 10%  |
| 5. Contribution to society (in addition to area of education)  | 5%   |
|  | 100% |

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

If they meet eligibility qualifications, the recipient will be nominated for the 2013 NAEOP Employee of the Year award.