



**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.

**CRITERIA FOR JUDGING:**

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

**DEADLINE FOR APPLICATION:**

Nomination forms must be postmarked no later than February 5, 2018. Email completed nominations to [arpke@d93.k12.id.us](mailto:arpke@d93.k12.id.us) or send completed nominations to:

**Carol Arpke, IAEOP Awards Chair  
478 W 81 N  
Idaho Falls, ID 83401**

The nominee selected as IAEOP Administrator of the Year and the sponsoring association will be notified by February 10, 2018.

The administrator selected will be honored at the Awards Banquet during Annual Conference, Friday, April 13, 2018.

The administrator selected will be nominated for the 2018 NAEOP Administrator of the Year award.