



**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.

**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<br>Two other persons of the candidate's choice (three letter maximum) | 25%  |
| 4. Contribution to society (in addition to area of education)   | 30%  |
|   | 100% |

**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  
478 W 81 N  
Idaho Falls, ID 83401**

The nominee selected as IAEOP Educational Office Professional of the Year and the sponsoring association will be notified by **February 15, 2018**.

The employee selected will be honored at the Awards Banquet during Annual Conference, **Friday, April 15, 2018**.

If they meet eligibility qualifications, the recipient will be nominated for the 2018 NAEOP Educational Office Professional of the Year award.