

# NHAEOP

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

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## *New Hampshire Association of Educational Office Professionals* *2010 Administrator of the Year*

The New Hampshire Association of Educational Office Professionals is proud to present its annual Administrator of the Year Award program. NHAEOP is pleased to have this opportunity to continue the tradition of recognizing an excellent administrator who demonstrates exemplary membership and leadership through active participation in district activities, a commitment to learning and student achievement, uniting community resources, recognizing and encouraging staff excellence, and celebrating achievements.

A selection committee reviews the complete and timely submitted nomination packets to identify the 2010 Administrator 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 Radisson in Nashua, NH on May 6<sup>th</sup>, 2010. More information will be given the recipient at a later date.

Applications must be postmarked on or before March 5, 2010. Applications submitted after that date will not be considered.

Please forward application packets to: Martha Ouellette,  
10 Chuck Druding Drive, Nashua, NH 03063. If you have any questions,  
e-mail Martha Ouellette at [ouellettem@nashua.edu](mailto:ouellettem@nashua.edu)

**PLEASE READ CAREFULLY AND FOLLOW THE GUIDELINES**

**Nomination form must be postmarked by March 5, 2010 and mailed to:**

**Martha Ouellette, Awards Chair  
10 Chuck Druding Drive  
Nashua, NH 03063**

1. Candidates must be nominated by a current NHAEOP member.
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: Radisson, Nashua, NH**

**Date: May 6, 2010**

**Eligibility**

1. Candidate must be currently employed as an educational administrator in the state of New Hampshire.
2. Candidate must be a member of the state and/or national educational association representing his/her administrative position.

**Criteria for Judging**

- 25% - Recommendation from sponsoring person/group
- 25% - Support of and encourage growth for educational office professionals
- 25% - Three letters of recommendation
- 10% - Personal contributions and achievements in education
- 10% - Membership/Leadership responsibility in professional associations
- 5% - Personal contributions and achievements in fields outside of education

Note: If you have any questions, please contact Martha Ouellette, Awards Chairman  
Phone: 603-589-6405  
Email: ouellettem@nashua.edu

