

NHAEOP

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



New Hampshire Association of Educational Office Professionals *2012 Office Professional of the Year*

The New Hampshire Association of Educational Office Professionals is proud to present its annual Office Professional of the Year Award program. NHAEOP is pleased to have this opportunity to continue the tradition of recognizing an excellent office professional who extends him/herself beyond basic required duties by displaying initiative and creativity, demonstrates exceptional skill and dedication on the job, earns respect and admiration of colleagues and the community, and displays exemplary leadership abilities through active participation in district and community activities. He/she must exhibit excellent interpersonal skills, and utilize in-service and/or other training to consistently improve and develop skills in communicating with community members, families, coworkers, and other professionals.

A selection committee reviews the complete and timely submitted nomination packets to identify the 2012 Office Professional 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 Attitash Grand Summit Hotel in Bartlett, NH on May 3, 2012. More information will be given the recipient at a later date.

Applications must be postmarked on or before March 3, 2012. Applications submitted after that date will not be considered.

Please forward application packets to: Jodi Lamoureux, SAU2, 103 Main Street, Suite 2, Meredith, NH 03253. If you have any questions, please e-mail Jodi Lamoureux at jlamoureux@interlakes.org.

New Hampshire Association of Educational Office Professionals

Nomination Form For 2014 NHAEOP Office Professional of the Year

Please read carefully and follow the guidelines

Nomination form must be postmarked by March 5, 2014 and mailed to:

**Jodi Lamoureux, Awards Chairman
SAU 2
103 Main Street, Suite 2
Meredith, NH 03253**

1. Candidates must be nominated by a current NHAEOP member (or an administrator).
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: Attitash Grand Summit Hotel, Bartlett, NH
Date: May 3, 2012**

Eligibility

1. Candidate must currently be employed in New Hampshire as an educational office professional (i.e., secretary, clerk, accountant, bookkeeper, registrar, etc.) in an educational institution agency, public or private school, college or university, for a minimum of five (5) years.
2. Candidate must be a current member of the New Hampshire Association of Educational Office Professionals.
3. Current Executive Board and Committee Chairs of the NHAEOP are not eligible.

Criteria for Judging

25% - Recommendation from sponsoring individual association/school district
25% - Three letters of recommendation
20% - Membership/leadership/involvement in professional and non-professional associations
20% - Interest shown in the development of professional efficiency
10% - Personal contributions and achievements in fields outside of education

Note: If you have any questions, please contact Jodi Lamoureux, Awards Chairman
Phone: 603-279-7947
Email: jlamoureux@interlakes.org

2012 NHAEOP Office Professional of the Year – Nomination Form

(To be completed by sponsoring Association/School District)

Name of Candidate: _____

Address: _____
Street City State Zip

Telephone (home): _____ (work): _____

Employer: _____ Location: _____
(School, College, Other Educational Office) (School, Department, etc.)

Supervisor: _____ Title: _____

Name of Nominator: _____

-
-
1. What contributions has the nominee made to the education system in your district.
 2. What qualities set this employee apart from his/her peers?
 3. What kind of professional efficiency and initiative does the nominee exhibit in job performance?
 4. List community involvement and leadership positions held by nominee, professional & non professional.
 5. Why are you nominating this person?

(Attach additional pages if necessary)