

ALASBO

*School Business Official of the Year*

PROGRAM



Sponsored by PenAir



ALASBO

*Business Official of the Year*

**IMPORTANT  
DATES**

**Application Deadline**

**October 31**

(Last day to postmark applications)

**Program Ceremony to be held at  
the ALASBO Annual Conference**

For more information and to submit applications,  
please contact:

Amy Lujan  
ALASBO Executive Director  
3145 Pioneer Avenue  
Juneau, AK 99801  
907-500-9086  
alasbo@gci.net

Access our website at:  
[www.alasbo.org](http://www.alasbo.org)

**Official Application**

Name \_\_\_\_\_

Title \_\_\_\_\_

District/Employer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail \_\_\_\_\_

**Professional Contributions**

Please provide supporting documentation to indicate:

- Involvement in professional associations.
- Participation and activities on a local, state, national and/or international level.
- Professional credentials including degrees held, dates received.
- Continuing education course work done
- Articles, books, papers and other published projects.
- Formal speaking engagements or presentations within or outside the context of your employment.

**Narrative Recommendation**

Please provide a narrative essay related to each of the following criteria. Brevity will be received favorably; the response to each item should be limited to a single page or less.

*Criteria 1* ~ How has the nominee assisted the school entity in maximizing its financial resources? Please describe efforts above and beyond the requisite job responsibilities.

*Criteria 2* ~ How has the nominee improved public relations through involvement in local community activities. How has the community benefited from these efforts.

*Criteria 3* ~ How has the nominee's commitment to the profession helped improve School Business Management at the local, state national and/or international level.

**References**

Please include two letters of reference which speak to the nominee's character and professional ability. One letter should be from the nominator, and the other from the nominee's district. Each letter should be *limited to one page*.

# **ELIGIBILITY REQUIREMENTS**

## ***and Program Rules***

1. The ALASBO Business Official of the Year Program is open to all ALASBO active members having at least 12 consecutive months of membership prior to nomination.
2. The ALASBO Business Official of the Year is a peer recognition program for outstanding service, innovative plan design and implementation, or other exemplary business practices within school business management. Nominations will be accepted from ALASBO Active or Honorary Members, immediate supervisors, and local boards of education. Self-nominating applications will be rejected.
3. All entries must be made using the official application with attachments. Entries must be postmarked by October 31. Entries postmarked after this date will be returned.
4. The award winner will be required to submit a 100 word biography along with a professional photograph be used in the program brochure and press releases.
5. The decision of the independent selection committee is final

**Recipient will receive:**

- ◆ A check for \$500
- ◆ 2 Roundtrip PenAir Tickets
- ◆ Recognition in news and trade media
- ◆ An engraved plaque

## **PROGRAM**

### ***Sponsor***



<b>Professional Association</b>	<b>Position Held</b>	<b>To</b>	<b>From</b>

<b>Professional Activities</b>	<b>Location</b>	<b>Dates</b>

<b>Professional Certification or Registration</b>	<b>Date</b>

<b>College or University</b>	<b>Degree and Program Major</b>	<b>Date</b>

<b>Continuing Education</b>	<b>Location</b>	<b>Date</b>

<b>Speaking &amp; Publication</b>	<b>Topic</b>	<b>Date</b>