

Announcing
The 2016-2017
Educational Administrator and
Educational Office Professional of the Year Awards



Sponsored by
Kern Association of Educational Office Professionals

Do you have a *School Administrator* or *Classified* staff member who deserves recognition for their invaluable assistance, extraordinary skills, dedication and achievement?

Consider nominating them for KAEOP's

2016-2017 Educational Administrator of the Year Award
OR
2016-2017 Educational Office Professional of the Year Award

The nominee should be someone who has made a significant contribution to the advancement of education through his/her personal and professional achievements as an educational office professional working in a school or educational office. Neither the nominee nor the nominator is required to be a KAEOP member.

KAEOP is affiliated with the National and California Associations of Educational Office Professionals, which bring together school and district office professionals through professional growth workshops and special events. KAEOP proudly awards scholarships to high school students and to members who wish to re-enter college to further their education. The awards will be presented at the KAEOP Annual Bosses Luncheon at the Kern Agricultural Pavilion.

Nomination packet is due March 24, 2017

Please return the nomination form along with two letters of recommendation to:

Sarah Tierce, Awards Chairman
7208 Bandolero Way
Bakersfield, CA 93308-6404
Telephone: (661) 805-1509
Email address: satierce@yahoo.com

Please feel free to duplicate this form.



**Kern Association of Educational Office Professionals
2016-2017 Awards Program**

Official Nomination Form

Name of Nominee: _____

Nominee's Job Title: _____

Employed by: _____
Include Job Site and District Name

Nominated by: _____ Phone # _____

Email Address: _____



Nomination Form for KAEOP Educational Administrator of the Year
Or Educational Office Professional of the Year

To be completed by KAEOP
Board Member

Assigned: _____

Initials: _____

Please check one category:

- 2016-2017 Educational Administrator of the Year **OR**
- 2016-2017 Educational Office Professional of the Year

Years in Education: _____

Please list professional/educational affiliations or memberships:

Offices held or committees served on in the above listing:

Outstanding contributions made as an educational administrator or classified office professional (*Please use separate sheet if necessary*):

Please include a brief history of the nominee's career in education and two letters of recommendations. Completed nomination forms and materials must be returned **no later than Friday, March 24, 2017** to:

Sarah Tierce, Awards Chairman
7208 Bandolero Way, Bakersfield, CA 93308-6404

The awards will be presented at the KAEOP Annual Bosses Luncheon at the Kern Agricultural Pavilion on Tuesday, May 2, 2017. You may also email this form to satierce@yahoo.com.

Please feel free to duplicate this form.