

EDUCATIONAL OFFICE PROFESSIONALS OF OHIO

THE JACQUELYN MYERS OFFICE PROFESSIONAL OF THE YEAR AWARD



SELECTION CRITERIA

A successful applicant meets the needs of his/her EMPLOYER, demonstrates strength in communication skills, is committed to professional development and growth, and is active in his/her local community.

COMMUNICATION SKILLS - The applicant has demonstrated strength in both personal and organization communication.

PROFESSIONALISM - The applicant has demonstrated commitment through consistently upgrading his/her secretarial knowledge and skills and motivating others to achieve.

COMMUNITY INVOLVEMENT - The applicant has demonstrated knowledge about and is actively involved in local community activities as well as has an understanding of state and national issues.

ELIGIBILITY FOR NOMINATION

1. The applicant must currently be a member of EOPO.
2. The applicant must currently be a member of the NAEOP and must have held membership for a minimum of three (3) consecutive years immediately prior to nomination. (recommended)
3. The applicant must be employed as an educational office employee and must have been employed for a minimum of five (5) years to be eligible.
4. The applicant must have three (3) letters of recommendation: one (1) from the immediate supervisor/co-worker and two (2) other persons of the candidate's choice.
5. The applicant must have a current personnel rating sheet completed by the immediate supervisor or personnel director attached to the application.

The applicant selected for Educational Office Professional of the Year will be selected by the Awards Committee and approved by the Board of Directors. The Educational Office Professional of the Year will be honored at the annual meeting and be presented a plaque of recognition. The award recipient's name will be submitted to compete in the National education Office Employee of the Year.

The application form and all letters of recommendation must be postmarked by **MARCH 1, 2012** and forwarded to
LEANNE LONG, E.O.P.O. AWARD CHAIR,
80 Thames Ave., Bedford, OH 44146

Affiliate: National Association of Educational Office Professionals (NAEOP)
Alliances: Buckeye Association of School Administrators (BASA)
Ohio Association of Elementary School Administrators
Ohio Association of Secondary School Administrators
Ohio Association of Local School Superintendents
Ohio Association of Rural and Appalachian Schools

PAGE TWO
PROFESSIONAL ACTIVITIES

Local Affiliate

Name of affiliate _____ Years of Membership _____

Positions held: _____ Years held _____

E.O.P.O. Membership

Years of Membership _____

Positions held: _____ Years held _____

Number of Conferences attended: _____

N.A.E.O.P. Membership

Years of Membership _____

Membership # _____

Positions held: _____ Years held _____

Number of Conferences attended: _____

Other Professional Activities:

Professional Awards Nominations and/or Awards:

Community Involvement:
