

North Carolina Association of Educational Office Professionals, Inc.

Katrina V. Miller Administrator of the Year Award

Guidelines for Nomination

(Do not include guidelines in your completed nomination packet)

1. The nominee for the Katrina V. Miller Administrator of the Year Award must be currently employed as an administrator in or retired from an educational system, organization or institution in the State of North Carolina.
2. The nominee must have been an associate or retired associate member of NCAEOP (State Association) for the last two (2) consecutive and completed years and be a current member.
3. The nomination must be made by a member of NCAEOP to the District Awards chairman. Only one nominee may be submitted from each of the districts for the State AOY award.
4. Nomination Procedure:
 - a. One nominee from each local submitted to the District
 - b. One nominee from each of the active districts submitted to the State
 - c. One state nominee submitted to National

If there is no local association, one (1) nominee from each educational agency may be submitted for district competition. State guidelines must be followed in the nomination procedure.
5. The nominee must be from the District making the nomination. District President's signature required.
6. The following information is required:
 - a. Cover sheet with name, local unit, and district number centered in the middle of the page (make your own cover sheet)
 - b. Nomination Routing Form and Basic Data Sheet
 - c. Statement of Support for Nominee: "Why He/She Should be Chosen for this Award" (Not to exceed one Page)
 - d. Two (2) letters of recommendation (neither 1 nor 3 will be accepted)
 - e. Staple application together (no binders, folders, etc.)
 - f. Submit six (6) copies (1 original and 5 copies)
 - g. Complete NAEOP AOY Application (must be current member for 3 consecutive years to apply).
 - h. No other information on the nominee will be accepted

North Carolina Association of Educational Office Professionals, Inc.

Katrina V. Miller Administrator of the Year Award

Guidelines for District Chairman

The chairman of the District Awards Committee shall:

- a. Adhere strictly to State guidelines.
- b. Send a receipt of acknowledgment for each application received to the local president.
- c. Verify length of membership with state membership recorder.
- d. Have committee member secure judges.
- e. Contact the judges; mail copies of the nominees' applications to the judges; brief the judges on the task of selecting an AOY of the Year; supply them with a score sheet; secure any additional information they may request; and inform them that the judges' score sheets be returned in the self-addressed stamped envelope provided.
- f. Accept the judges' final decision and keep it confidential until the announcement is made at the district meeting.
- g. Secure an appropriate recognition for the AOY winner.
- h. Recognize the winner at the fall district meeting.

Guidelines for State Awards Chairman

1. Each state officer of the NCAEOP (president, president-elect, vice president, secretary and the immediate past president) shall appoint a judge (preferably not in education) to form a committee to select the State winner. The judges' names, addresses and phone numbers must be given to the chairman of the Awards Committee by the fall board meeting.
2. The chairman of the State Awards Committee shall:
 - a. Adhere strictly to the guidelines.
 - b. Send a receipt of acknowledgment for each application received to the district president.
 - c. Verify length of membership with state membership recorder.
 - d. Contact the five (5) judges; mail copies of the nominees' applications to the judges; brief the judges on the task of selecting an AOY of the Year; supply them with a score sheet; secure any additional information they may request; and inform them that their final decision must be made by January 15 and the judges' score sheets be returned in the self-addressed stamped envelope provided.
 - e. Accept the judges' final decision and keep it confidential until the announcement is made at the annual conference.
 - f. Secure a 5x7 plaque for the AOY winner not to exceed \$25.00.
 - g. Work with the state president and conference coordinator in planning and presentation of the award at the conference.

Recognize all District nominees at the conference during the presentation. Submit the state winner's nomination to National by March 15 if eligible (to be eligible a nominee must have been a member of NAEOP for three [3] consecutive years).

North Carolina Association of Educational Office Professionals, Inc.

Katrina V. Miller Administrator of the Year Award

Nomination Routing Form

Must Be Typed and Complete

SECTION I

(To be completed by Local Awards Committee Chairman)

Mail to District by: _____

Date

Local Association:

Nominee's Name: _____ District: _____

Address: _____

Home Phone: _____ Office Phone: _____

Dates of Membership in NCAEOP: **(Last two years must be consecutive)** (Example 2010-2012)

Local: _____ No. of Years: _____

District/State _____ No. of Years: _____

National: _____ No. of Years: _____

Current Employer or Employer at the time of Retirement: _____

Position Held: _____

Local Unit Name: _____

Local Unit Address: _____

Signature: _____ Date: _____

(Local President)

District Association:

SECTION II

(To be completed by District Awards Committee Chairman)

(Mail to local presidents _____)

Date

Deadline to be sent to the District Association: _____

Send to: _____ District Awards Chairman

Address: _____

One nominee will be selected by an impartial panel of judges and submitted to the State Association for competition by _____ or at the State November Board meeting.

The District AOY winner will be recognized during the Fall District Meeting. I certify that the above applicant is the recipient of the 20 _____ District _____ Administrator of the Year Award.

Signature: _____ Date: _____

(District President must sign each copy of the recipient's applications)

SECTION III

(To be completed by the State Awards Chairman)

(Should be mailed to the District Presidents by July 15 or given to them at the June Board Meeting)

State Association:

Deadline to be sent back to State Association: November 21, 2020 (State Board Meeting).

Sent to: Kenisha Battle, CEOE, Pitt County Schools

Address: 2010 Allen Road, Greenville, NC 27834

The State AOY recipient will be recognized at the annual conference in March.

North Carolina Association of Educational Office Professionals, Inc.

Katrina V. Miller Administrator of the Year Award

BASIC DATA SHEET

(List on a separate sheet of paper using the following format if additional space is needed)

Name of Nominee: _____ District: _____

1. Membership/Leadership Responsibilities in Education/Civic Professional Organizations:

2. Awards Received in Education:

3. Awards Received in Civic/Professional Organizations:

4. Involvement in Community Activities:

5. Personal Contributions and/or Achievements in Education:

6. Participation/support of NCAEOP Activities (Local, District, State, National):

North Carolina Association of Educational Office Professionals, Inc.

Katrina V. Miller Administrator of the Year Award

Check-off List

(Do not return this sheet in your completed application packet)

Nominee:		District:	
The following information is required:			
Currently employed or retired as an AOY			<input type="checkbox"/>
NCAEOP member for last two (2) consecutive years and be a current member			<input type="checkbox"/>
Nomination made by NCAEOP member			<input type="checkbox"/>
One nominee submitted from local			<input type="checkbox"/>
Cover Sheet (with name, local unit, district number centered in middle of page)			<input type="checkbox"/>
Nomination Routing Form signed by Local President/District President			<input type="checkbox"/>
Basic Data Sheet (Attachments if needed)			<input type="checkbox"/>
Statement of Support – maximum of one (1) page			<input type="checkbox"/>
Maximum of two (2) letters of recommendation			<input type="checkbox"/>
Staple each application together (no binders, folders, etc.)			<input type="checkbox"/>
Send six (6) copies – One (1) original and five (5) copies			<input type="checkbox"/>
Completed NAEOP AOY application with all required documentation (i.e. 3 reference letters, employer statement, etc.) if you have been a member of NAEOP for 3 consecutive years			<input type="checkbox"/>
No other information included			<input type="checkbox"/>

Cleared for Judges _____

Missing following Items

North Carolina Association of Educational Office Professionals, Inc.

Katrina V. Miller Administrator of the Year Award

(Do not return this sheet in your completed application packet)

Charge to the Judges: (For Judges use only)

NCAEOP presents an award each year to an Administrator in recognition of outstanding service to the Association and to education from nominations made by a member of NCAEOP. A committee of judges at the district level may select one nominee as the District winner. District winners are submitted for judging at the State level.

Since the State is divided into Districts, there may be as many as fourteen nominees to be judged for the State award. Judges have the task of giving all nominees a fair and just consideration in the selection process for this prestigious award. All nominees' applications shall be reviewed and scored by all judges.

AOY of the Year	Name:				
District Number:	Position:				
Scoring Key:					
5	4	3	2	0-1	
Excellent	Well above average	Above Average	Average	Below Average	
No	Criteria				Points
1	Membership/leadership responsibilities in Education and Civic/ Professional Organizations				
2	Awards received in Education				
3	Awards received in civic/professional organizations				
4	Involvement in Community Activities				
5	Personal Contributions or Achievements in Education				
6	Participation/support of NCAEOP – Local (other than membership)				
7	Participation/support of NCAEOP – District				
8	Participation/support of NCAEOP – State				
9	Participation/support of NCAEOP – National				
10	Membership at Local Level (Found on Nomination Routing Form)				
	1 (0-4 yrs)	2 (5-9 yrs)	3 (10-14 yrs)	4 (15-19 yrs)	5 (20+ yrs)
11	Membership at State Level (Found on Nomination Routing Form)				
	1 (0-4 yrs)	2 (5-9 yrs)	3 (10-14 yrs)	4 (15-19 yrs)	5 (20+ yrs)
12	Membership at National Level (Found on Nomination Routing Form)				
	1 (0-4 yrs)	2 (5-9 yrs)	3 (10-14 yrs)	4 (15-19 yrs)	5 (20+ yrs)
13	Statement of Support & Letters of Recommendation				
	TOTAL POINTS OUT OF POSSIBLE 65 POINTS				

Judge's Signature

Date