

North Carolina Association of Educational Office Professionals, Inc.

STRIVE FOR EXCELLENCE AWARD

(Do not include guidelines in your completed application packet)

GUIDELINES

1. The Strive for Excellence Award gives recognition to one outstanding local unit in the state, selected from one nominee from each district.
2. The president of the local unit is responsible for the verification of all information presented on the application form.
3. The NCAEOP Awards chairman is responsible for verification of all information and materials requested on the application form for documentation purposes.
4. Each state officer of the NCAEOP (president, president-elect, vice president, secretary and immediate past president) will 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.
5. Application materials must be submitted to the Awards Chair at the Fall Board meeting in November.
6. Six copies (original and five copies) of the application must be sent by the deadline date. Do not send any materials other than those specifically requested on the application form. **APPLICATIONS THAT DO NOT FOLLOW GUIDELINES WILL BE DISQUALIFIED** (insufficient number of copies, documentation not submitted for indicated participation, programs, and activities).

The Strive for Excellence Award will be presented at the annual conference. Recipients of the award will not be eligible to receive the award again for three full years (i.e., the unit who wins the award in 2019 will be eligible again in 2022).

Formulation example to assist in computing Membership Percentages and PSP Certificates/Workshops Percentages:

- A. Membership Percentages: Example: 150 actual EOP members divided by eligible EOPs 200 = 75 percent for 2016 – 2017; 175 actual EOP members divided by eligible EOPs 200 = 87.5 percent for 2017 – 2018; 182 actual EOP members divided by eligible EOPs 200 = 91 percent for 2018 – 2019.
- C. PSP Certificates/Workshops: Percentages of NCAEOP PSP certificates – number of EOPs with PSP certificates divided by actual EOP membership.

Example: 123 members have PSP certificates divided by 150 members = 82 percent for 2016 – 2017; 130 members have PSP certificates divided by 175 members = 74 percent for 2017 – 2018; 150 PSP certificates divided by 182 members = 82 percent for 2018 – 2019. (figures taken from A. Membership Percentages)

North Carolina Association of Educational Office Professionals, Inc.
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Strive for Excellence Application

Local Unit

District

North Carolina Association of Educational Office Professionals, Inc.

STRIVE FOR EXCELLENCE AWARD

Must Be Typed and Complete

SECTION I

Local Association:

Application with Section I should be completed by Local Awards Chairman

Unit Name: _____

Submitted by : _____

Phone: _____

Signature: _____ Date: _____

(Local President)

District Association:

SECTION II

District Association:

Application with Section II completed should be mailed to the local presidents by July 15th

Deadline to be sent back to District Association: _____
District Awards Chairman

Send to: _____

Address : _____

I certify that the above unit is the recipient of the 20_____ District _____

Strive for Excellence Award

Signature: _____ Date: _____

(District President)

SECTION III

State Association:

Application with Section III completed should be mailed to the districts presidents by July 15th or given to them at the June Board meeting.

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

Send to: Kenisha Battle, CEOE, Pitt County Schools

Address : 2010 Allen Road, Greenville, NC 27834

The State Strive for Excellence unit will be recognized at the annual conference in March.

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Name of Local Unit:			
Name of Local Unit President:			
Mailing Address:			
Home Phone		Office Phone:	
	2016-2017	2017-2018	2018-2019
A. Membership Percentage			
1. Number of local members			
2. Number of state members of NCAEOP			
3. Number of national members of NAEOP			
B. Participation/Committee Members: (Actual Numbers)			
1. Local officers			
2. District officers of NCAEOP			
3. State officers of NCAEOP			
4. Local committee members			
5. District committee members of NCAEOP			
6. State committee members of NCAEOP			
7. Winner local EOP of Year Award			
8. Winner district EOP of Year Award			
9. Winner state EOP of Year Award			
10. Winner local AOY Award			
11. Winner district AOY Award			
12. Winner of state AOY Award			
C. PSP Certificates/Workshops			
1. NCAEOP PSP certificates (Percentage)			
2. Sponsored PSP workshops (Actual Numbers)			
D. Other Activities:			
1. Awarded local student scholarship(s)			
	\$	\$	\$
2. Awarded local EOP scholarship(s)			
	\$	\$	\$
3. Published newsletter yes/no (submit documentation)			

ACTIVITIES AND SERVICE PROJECTS FOR PAST THREE (3) YEARS:

Year	Activities/Service Projects (use additional page if needed)
_____	_____
_____	_____
_____	_____
_____	_____

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STRIVE FOR EXCELLENCE AWARD

APPROVED PSP WORKSHOP SPONSORED BY LOCAL FOR PAST THREE (3) YEARS

(Use additional page if needed)

Title	Hours	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please complete the following WINNERS names:

Year	Local Student Scholarship	District Student Scholarship	State Student Scholarship
2016-17			
2017-18			
2018-19			

Year	Local EOP Scholarship	District EOP Scholarship	State EOP Scholarship
2016-17			
2017-18			
2018-19			

Year	Local EOP of Year	District EOP of Year	State EOP of Year
2016-17			
2017-18			
2018-19			

Year	Local AOY of Year	District AOY of Year	State AOY of Year
2016-17			
2017-18			
2018-19			

Year	Local Officers	District Officers	State Officers
2016-17			
2017-18			
2018-19			

I certify the above statements to be true and correct to the best of my knowledge.

Signature of Local Unit President: _____ Date: _____

North Carolina Association of Educational Office Professionals, Inc.

STRIVE FOR EXCELLENCE AWARD

Note: This form is used for State level evaluation and is optional for the District. (Do not return this form in your completed application)

Charge to the Judges:

NCAEOP annually recognizes one outstanding local unit in the state with the Strive for Excellence Award. Nominations are made by local presidents. 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.

The State is divided into Districts; therefore, you may have fourteen nominees which have been judged deserving of the State award. You, as judges, have the task of giving all nominees your fair and just consideration in selection on as the recipient of this prestigious award. All nominees shall be reviewed and scored by all judges.

Name of Local Unit: _____ District No. _____

Scoring Key for Numbers 1-4 (overall percentage average for the three years) 0%=0 25%=1 50%=2
75%=3 100%=4 Numbers 7-23 use actual total for the three years.

1.	Membership at local level	
2.	Membership at state level of NCAEOP	
3.	Membership at national level	
4.	Certificates held for PSP Program	
5.	Committee members at local level (total divide by 3)	
6.	Committee members at district level (total divide by 3)	
7.	Committee members at state level	
8.	Officers at local level	
9.	Officers at district level	
10.	Officers at state level	
11.	NCAEOP PSP sponsored workshops	
12.	Winner of local student scholarship	
13.	Winner of district student scholarship	
14.	Winner of state student scholarship	
15.	Winner of local EOP scholarship	
16.	Winner of district EOP scholarship	
17.	Winner of state EOP scholarship	
18.	Winner of local EOP award	
19.	Winner of district EOP award	
20.	Winner of state EOP award	
21.	Winner of local AOY award	
22.	Winner of district AOY award	
23.	Winner of state AOY award	
24.	Newsletter (score 1=lowest to 10=highest)	
25.	Activities (score 1=lowest to 5=highest)	

TOTAL _____

Judge's

Date: _____

Signature: _____