

AASBO
Outstanding School Business Official Award
2018 Nomination Application

The *Alabama Association of School Business Officials* conducts an annual awards program to recognize individuals at all levels in the district's organization who are outstanding employees within their district as well as within the state. This award will recognize individuals from the **central office** (non-CSFOs) and/or the **local school level** who go above and beyond in their roles within the business operations of the school district. We realize we have several deserving individuals in the business operations of the district (payroll, accounts payable, local school bookkeeper, personnel, purchasing, and accounting, etc.) who are a part of the team that makes your finance department an efficient operation. AASBO wants to recognize these individuals who work within the business office at the local school district. CSFOs will nominate from their individual school district.

Enclosed you will find the nomination application along with instructions for completion. All applications must be received by **January 31, 2018**. The applications will be graded by an independent panel to select the recipient for the award. Please take the time to recognize deserving individuals from your district. Questions should be directed to David Smith, Executive Director, at 256-585-1511, or david@asbo.com.

Applications should be mailed to:
AASBO
PO Box 4356
Huntsville, AL 35815

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Nominee Information

Full Name of Nominee (must be an active AASBO member)

Position/Title

Current Employer

Name of Nominating Individual

Position/Title

Please provide the Committee with as much information as possible about the Nominee by answering the following questions. Please limit each response to one page.

- 1) Describe the achievements/contributions the nominee has made to your business office, their school or school district.
- 2) Describe an example of a situation where the nominee has demonstrated leadership or professionalism in their current role.
- 3) Describe how the nominee has endeavored to improve the image of the business office/ local school by working with local administration, staff, parents or community.
- 4) Provide two letters of recommendation.

Note- All information should be on district letterhead.