

Lula M. Burrell Educational Office Professional of the Year Award

Guidelines for Nomination

(Do not include guidelines in your completed application packet)

1. The nominee for the Lula M. Burrell Educational Office Professional of the Year Award must be currently employed as an EOP in or retired from an educational system, organization or institution in the State of North Carolina.
2. The nominee must have been an active or retired member of NCAEOP (State Association) for the last five (5) consecutive and completed years and be a current member.
3. The nominee cannot be a current state president.
4. The nomination must be made by a member of NCAEOP to the District Awards chairman. Only one nominee may be submitted from each active district for the State EOP award.
5. Nomination Procedure:
 - a. One nominee from each local submitted to the District
 - b. One nominee from each active district 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.

6. The nominee must be from the District making the nomination. District President's signature required.
7. The nominee must hold a PSP certificate.
8. **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
 - c. Basic Data Sheet
 - d. Statement of Interest by Nominee: "What NCAEOP Means To Me." (Not to exceed one Page)
 - e. Two (2) letters of recommendation (neither 1 nor 3 will be accepted)
 - f. Staple application together (no binders, folders, etc.)
 - g. Submit six (6) copies (1 original and 5 copies)
 - h. Complete NAEOP EOP 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.
 - i. No other information on the nominee will be accepted

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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 EOP 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 a plaque for the EOP winner not to exceed \$25.00.
- h. Present plaque to 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 and PSP certification with Registrar.
 - d. Contact the five (5) judges; mail copies of the nominees' applications to the judges; brief the judges on the task of selecting an EOP 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 EOP 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.

**Lula M. Burrell Educational Office Professional 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 five years must be consecutive) (Example 1999-2011)

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)

SECTION II

(To be completed by District Awards Committee Chairman)

(Mail to local presidents by _____)
Date

District Association:

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 EOP winner will be recognized during the Fall District Meeting. I certify that the above applicant is the recipient of the 20__ District _____ Educational Office Professional 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: Friday, Nov. 20, 2015, or the State November Board Meeting.

Send to: Sheila S. Tally, State Awards Chairman

Address: PO Box 128, Pittsboro, NC 27312

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

North Carolina Association of Educational Office Professionals, Inc.

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BASIC DATA SHEET

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

Name of Nominee: _____ District: _____

Participation in NCAEOP

1. Committee Service (Member/Chairman) or Offices Held: _____ List Years (Example: 2010-2012) _____

Local:

District:

State:

National:

2. NCAEOP/Civic Awards Received (Local, District, State, National):

Award

Year

3. Involvement in Community Activities:

4. Professional Standards Program (PSP) Certification:

This nominee currently holds a/an NCAEOP _____ Certificate. Date PSP Certificate was received or renewed _____. The nominee currently holds a National PSP Certificate: Yes No . If yes, list type: _____

5. Statement of Interest (One Page or less):

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Check-off List

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

Nominee:		District:	
<i>The following information is required:</i>			
	Currently employed or retired as an EOP		<input type="checkbox"/>
	NCAEOP member for last Five (5) consecutive and completed years and be a current member (Information found on Nomination Routing Form)		<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"/>
	Nominee holds PSP Certificate		<input type="checkbox"/>
	Statement of Interest – 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 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.

Lula M. Burrell Educational Office Professional 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 Educational Office Professional (EOP) 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.

EOP of the Year		Name				
District Number		Position				
Years Service in Education		Years NCAEOP Member				
<i>Scoring Key:</i>						
5		4		3		2
0-1						
Excellent		Well above average		Above Average		Average
						Below Average
No	Criteria					Points
1	Officer at Local Level					
2	Committee Member/Chair at Local Level					
3	Officer at District Level					
4	Committee Member/Chair at District Level					
5	Officer at State Level					
6	Committee Member/Chair at State Level					
7	Officer at National Level					
8	Committee Member/Chair at National Level					
9	NCAEOP/Civic Awards Received (Local, District, State, National)					
10	Involvement in Community Activities					
11	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)	
12	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)	
13	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)	
14	Statement of Interest & Letters of Recommendation					
TOTAL POINTS OUT OF POSSIBLE 70 POINTS						

Judge's Signature

Date