

ELIGIBILITY REQUIREMENTS *and Program Rules*

1. The IASBO Business Official of the Year Program is open to all IASBO active members having at least 12 consecutive months of membership prior to nomination.
2. The IASBO Business Official of the Year is a peer recognition program for outstanding service, innovative plan design and implementation, or other exemplary business practices within school business management. Nominations will be accepted from IASBO Active or Honorary Members, immediate supervisors and local boards of education. Self-nominating applications will be rejected.
3. All entries must be made using the official application with attachments. Entries must be postmarked by May 23, 2011. Entries postmarked after this date will be returned. Please mail or email the application to:
Julie Day (jday@cdaschools.org)
311 N 10th Street
CDA, ID 83814
4. The award winner will be required to submit a 100 word biography along with a professional photograph to be used in the program brochure and press releases.
5. The Past-President of the Association will select a committee to judge the entries and select the winner. The decision of the independent selection committee is final.

Recipient will receive:

- Paid registration to the IASBO Conference and related travel expenses for member and guest.
- Recognition in news and trade media
- An engraved plaque

IDAHO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Official Application

Name

Title

District/Employer

Address

City/State/Zip Code

Work Phone

Fax Number

E-Mail

Please provide a narrative essay related to each of the following criteria. Brevity will be received favorably; the response to each item should be limited to a single page or less.

- How has the nominee assisted the school entity in maximizing its financial resources? Please describe efforts above and beyond the requisite job responsibilities.
- How has the nominee improved public relations through involvement in local community activities? How has the community benefited from these efforts?
- How has the nominee's commitment to the profession helped improve School Business Management at the local, state, national and/or international level?

Please include two letters of reference which speak of the nominee's character and professional ability. One letter should be from the nominator and the other from the nominee's district. Each letter should be *limited to one page*.

Please complete the section below for each of the following areas if applicable:

- Involvement in professional associations.
- Participation and activities on a local, state, national and/or international level.
- Professional credentials including degrees held, dates received.
- Continuing education course work done.
- Articles, books, papers and other published projects.
- Formal speaking engagements or presentations within or outside the context of your employment.

Professional Association	Position Held	To	From

Professional Activities	Location	Dates

Professional Certification or Registration	Date

College or University	Degree and Program Major	Date

Continuing Education	Location	Date

Speaking and Publication	Topic	Date