



2023-2024 JACQUALYN MYERS Office Professional of the Year Award

SELECTION CRITERIA

A successful applicant meets the needs of his/her EMPLOYER, demonstrates strength in communication skills, is committed to professional development and growth, and is active in his/her local community.

COMMUNICATION SKILLS - The applicant has demonstrated strength in both personal and organization communication.

PROFESSIONALISM - The applicant has demonstrated commitment through consistently upgrading his/her secretarial knowledge and skills and motivating others to achieve.

COMMUNITY INVOLVEMENT - The applicant has demonstrated knowledge about and is actively involved in local community activities as well as has an understanding of state and national issues.

ELIGIBILITY FOR NOMINATION

1. The applicant must currently be a member of EOPO.
2. The applicant must currently be a member of the National Association of Educational Office Professions (NAEOP) and must have held membership for a minimum of three (3) consecutive years immediately prior to nomination. (Recommended)
3. The applicant must be employed as an educational office employee and must have been employed for a minimum of five (5) years to be eligible.
4. The applicant must have three (3) letters of recommendation: one (1) from the immediate supervisor/co-worker and two (2) other persons of the candidate's choice.

The applicant selected for Educational Office Professional of the Year will be selected by the Awards Committee and approved by the Board of Directors. The Educational Office Professional of the Year will be honored at the annual meeting and be presented a plaque of recognition. The award recipient's name will be submitted to compete in the Olive T. Ritchie Educational Office Professionals.

The application form and all letters of recommendation must be postmarked by
January 5, 2024 and submit to
Lunetta Clark, EOPO Awards Chair
Cleveland Hts.-University Hts. City School District – Business & Operations,
University Hts, OH 44118

Affiliate: NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (NAEOP)
Alliances: Buckeye Association of School Administrators (BASA)
Ohio Association of Elementary School Administrators
Ohio Association of Secondary School Administrators
Coalition of Rural and Appalachian Schools

PERSONAL INFORMATION

Name _____
School District _____ Position _____
Office Address _____
City _____ State _____ Zip _____ - _____
Telephone-Office (____) - EX: _____ Home (____) - _____
Email Address: _____

EDUCATION

<u>Schools Attended</u> <u>(include high school)</u>	<u>Course</u> <u>Name</u>	<u># Credit</u> <u>Hours</u>	<u>Year(s)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PREVIOUS EMPLOYMENT

<u>Title</u>	<u>Place of Employment</u>	<u>From:</u>	<u>To:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROFESSIONAL STANDARDS

Indicate the level by filling in the year you received it.

Basic _____ Advanced II _____ Masters _____
Associate Professional _____ Advanced III _____ Doctoral _____
Advanced I _____ Professional/Bachelors _____ CEO _____

PROFESSIONAL ACTIVITIES

Local Affiliate

Name of affiliate _____ Years of Membership _____

Positions held: _____ Years held _____

EOPO Membership

Years of Membership _____

Positions held: _____ Years held _____

Number of Conferences attended: _____

NAEOP Membership

Years of Membership _____

Membership # _____

Positions held: _____ Years held _____

Number of EOPO Conferences attended: _____

Other Professional Activities:

Professional Awards Nominations and/or Awards:

Community Involvement:

NOMINATION FORM

Name of Candidate _____
First Middle Last

Address _____
Address

City State Zip

Telephone () - EX: () -
Office Home

Employer _____
Name Location

Date Employed Supervisor

Basis for Selection of Nominee:

Signature of Nominator

Date