

*Washington Association of Educational Office Professionals*  
**Awards Program**

The following awards are available through WAEOP:

**AFFILIATE OF THE YEAR**  
**EDUCATIONAL ADMINISTRATOR OF THE YEAR**  
**EDUCATIONAL OFFICE PROFESSIONAL OF THE YEAR**  
**AWARDS FOR EXCELLENCE IN COMMUNICATION**  
(District, Internal; District External; Building and Affiliate)

Awards Packets are available from all WAEOP Board Members, or by contacting Patty Nevdahl, CEOE, WAEOP Awards Chairman, at 1817 N Cook, Spokane, WA 99207. You may also contact Patty at 509-354-7282 (wk), or 509-535-3538 (hm), or [pattyn@spokaneschools.org](mailto:pattyn@spokaneschools.org).

**All Nomination Forms Must Be Postmarked By February 1**

**Please mail all Nomination Forms to:**

**Patty Nevdahl, CEOE**  
**WAEOP Awards Chairman**  
**1817 N Cook**  
**Spokane, WA 99207**

**WAEOP AWARD GUIDELINES**

1. All WAEOP members are eligible to nominate. They may nominate as an affiliate or individual member. They are eligible to nominate any candidate that meets the guidelines. It is not required that they work for the same school district, college, educational service district, etc. The publication award categories are “self nominating” entries.
2. The original and five (5) copies of the application must be submitted. **Do not** send scrapbooks, newspaper clippings or any other materials. The nominator must submit all documentation at one time and no materials will be returned.
3. WAEOP’s winners in the categories of Educational Administrator of the Year and Educational Office Professional of the Year will be forwarded to NAEOP by the state association.
4. Applications **must be postmarked by February 1**. Completed packets should be mailed directly to the WAEOP Awards chairman.
5. All candidates and the sponsoring WAEOP members and/or affiliates will be notified immediately after the judge’s decisions are final.
6. An inscribed plaque will be presented to the winners at the WAEOP Spring Conference. Certificates will be mailed to all nominees.
7. Applications that do not follow the guidelines will be disqualified (i.e., insufficient number of copies, incorrect number of letters and extraneous materials).
8. No fee is required for any of the award categories.
9. Each committee is made up of a panel of judges consisting of WAEOP members. The individual judges represent different districts, schools and/or educational service districts.

**WAEOP AFFILIATE OF THE YEAR  
ELIGIBILITY**

1. Association must be currently affiliated with WAEOP.
2. President of the affiliate association is responsible for the verification of all information presented on the application form.
3. Criteria will be based on current year's participation.
4. The original and five (5) copies of the application must be submitted.
5. Applications that do not follow the guidelines will be disqualified (i.e., insufficient number of copies, documentation not submitted for indicated participation, programs, and activities).

**CRITERIA FOR JUDGING**

1. Points are given for percentage of local members who are WAEOP members using the following criteria:
  - 1 point for 1-20 percent of membership
  - 2 points for 21-40 percent of membership
  - 3 points for 41-60 percent of membership
  - 4 points for 61-80 percent of membership
  - 5 points for 81-100 percent of membership
2. Points are given for percentage of local members who are NAEOP members using the following criteria:
  - 1 point for 1-20 percent of membership
  - 2 points for 21-40 percent of membership
  - 3 points for 41-60 percent of membership
  - 4 points for 61-80 percent of membership
  - 5 points for 81-100 percent of membership
3.
  - 2 points for 1-5 PSP/CEO certificates received in last 3 NAEOP deadlines
  - 3 points for 6-10 PSP/CEO certificates received in last 3 NAEOP deadlines
  - 5 points for 11 and above PSP/CEO certificates received in last 3 NAEOP deadlines
4. 5 points for contribution to WAEOP scholarship fund
5. 5 points for contribution to NAEOP scholarship fund
6. 5 points for submitting WAEOP Educational Professional of the Year nominee
7. 5 points for submitting WAEOP Educational Administrator of the Year nominee
8. 5 points for sending delegate to NAEOP Advisory Council
9. 5 points for observing NAEOP Career Awareness Week – submit documentation
10. 5 points for observing National Educational Bosses Week – submit documentation
11. 5 points for publishing Affiliate Newsletter or Magazine – submit documentation
12. 5 points for sponsoring Affiliate Professional Development Program (PDP) – submit documentation

**IN ALL CASES, THE DECISION OF THE JUDGES IS FINAL**

Submit the original and five (5) copies of the application to the WAEOP Awards Chairman.

***NOMINATIONS MUST BE POSTMARKED BY FEBRUARY 1***



**WAEOP AFFILIATE OF THE YEAR  
ASSOCIATION STATEMENT**  
(Maximum 10 points)

In a brief statement (limited to the space below) tell why your association should be recognized for this award.

**Certification:**

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

Signature of President: \_\_\_\_\_

Date: \_\_\_\_\_

