

*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**

**EXCELLENCE IN COMMUNICATION**

(District Internal; District External; Building and Affiliate)

Awards packets are available from all WAEOP Board Members or by contacting Deyanna King, CEOE, WAEOP Awards Chairman, at 502 4<sup>th</sup> St NE, Auburn, WA 98002.

You may also contact Deyanna at 253-931-4742 or [djking@auburn.wednet.edu](mailto:djking@auburn.wednet.edu)

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

Please mail all Nomination Forms to:

**Deyanna King, CEOE**  
**WAEOP Awards Chairman**  
**502 4<sup>th</sup> St NE**  
**Auburn, WA 98002**

### **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.

*Washington Association of Educational Office Professionals*

**AWARD FOR EXCELLENCE IN COMMUNICATION**  
(To be completed by sponsoring WAEOP member or affiliate)  
Self-nomination

Name of WAEOP member/affiliate submitting entry \_\_\_\_\_

Mailing address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone (Home) (\_\_\_\_\_) \_\_\_\_\_ (Work) (\_\_\_\_\_) \_\_\_\_\_

Signature of Editor \_\_\_\_\_

Name of Newsletter/Publication \_\_\_\_\_

Date of Publication \_\_\_\_\_

**ELIGIBILITY**

- A. Publications submitted must be edited (or major responsibility for layout and production) by a current WAEOP member. Current editions only (published within the previous 12 month period).
- B. Entries must include the original and five (5) copies of the completed entry form.

**CATEGORIES (Type of Publication) (Check one)**

- 1. \_\_\_ District Newsletter/Publication (Internal-District/All Schools)
- 2. \_\_\_ District Newsletter/Publication (External-Community/Region)
- 3. \_\_\_ Building Newsletter/Publication (Individual School or Department)
- 4. \_\_\_ Affiliate Newsletter/Publication

**CRITERIA FOR JUDGING (Listed on rating form)**

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

Submit the original and five (5) copies of the completed entry form and six (6) copies of the publication to the WAEOP Award Chairman.

***NOMINATION FORMS MUST BE POSTMARKED BY FEBRUARY 1***

**All WAEOP members are eligible to nominate and encouraged to participate in the awards program.**

**AWARD FOR EXCELLENCE IN COMMUNICATION**

Name of WAEOP member/affiliate submitting entry \_\_\_\_\_

Name of Publication \_\_\_\_\_

Type of Publication: (check one)

- \_\_\_\_\_ District Newsletter/Publication (Internal-District/All Schools)
- \_\_\_\_\_ District Newsletter/publication (External-Community/Region)
- \_\_\_\_\_ Building Newsletter/Publication (Individual School or Department)
- \_\_\_\_\_ Affiliate Newsletter/Publication

**CRITERIA FOR JUDGING THE PUBLICATION**

Front page, cover, vital information

- Logo 2 points \_\_\_\_\_
- Title of Publication 2 points \_\_\_\_\_
- Purpose 1 point \_\_\_\_\_
- Content 5 points \_\_\_\_\_

Format

- Typing: neat, clear, spaced heading, margins 5 points \_\_\_\_\_
- Publication easily read, art work neat 5 points \_\_\_\_\_

Editorship

- Spelling, grammar, punctuation 5 points \_\_\_\_\_
- Orderly 5 points \_\_\_\_\_
- Interesting layout 5 points \_\_\_\_\_
- Instructive 2 points \_\_\_\_\_

Articles

- Articles of educational interest 5 points \_\_\_\_\_
- Variety of subjects appealing to audience 5 points \_\_\_\_\_

Affiliate Newsletter/Publication ONLY

- Association activities 5 points \_\_\_\_\_
- Personal news/association news of members 5 points \_\_\_\_\_
- News/promotion of WAEOP 5 points \_\_\_\_\_

TOTAL (maximun 62 points) \_\_\_\_\_

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