



2018 School Business Official of the Year Award Guidelines & Application

Timeline:

- ✓ Deadline: **January 31, 2018**
- ✓ Committee reviews applications: **February 2018**
- ✓ Committee recommends finalists to MSBO Board: **February 2018**
- ✓ Board makes selection: **March 2018**
- ✓ Notify Awardee: **March 2018**
- ✓ Announcement of Award: **April 2018**

Selection Process:

This award honors an individual with accomplishments and contributions within the past two years.

A review committee comprised of two MSBO Board of Directors, one ISD representative and two K-12 representatives will review the nominations and submit finalists to the MSBO Board. The Board, at its discretion, can annually select one or more candidates, or no candidate, to receive the SBOY Award.

Requirements:

- ✓ An applicant must be an MSBO member.
- ✓ An applicant must be a school business official for minimum of five years.
- ✓ An applicant must be employed by a K-12 school district or an Intermediate School District (ISD) and fulfill a position listed below
 - Business Manager or Business Administrator
 - Accounting or Finance Director
 - Superintendent
 - Assistant Superintendent, Finance/Administration
 - Director of Transportation, Food Service, Facilities, Technology, Human Resources
- ✓ Current MSBO board members are not eligible.
- ✓ All entries must be made using the official application with attachments.
- ✓ Letter of Recommendation

Applicant Information:

Nominee _____ Position/Title _____

School District _____

School Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Nominator Contact Information: *(You may nominate yourself or another person)*

Name _____ Position/Title _____

School District _____

School Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____



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Please provide a short narrative description of why you are nominating this individual:

Professional Record:

- Please provide the nominee's professional resume and/or biographical statement of 500 words or less that may include the following (*if applicable*):
- Involvement in professional associations
- Professional credentials (*including degrees*)
- Continuing education course work done outside the college or university setting
- Presentations made within or outside the context of the applicant's employment
- A list of articles, books, papers, and any other written projects published

Other Documentation:

1. **Achievement**
Please provide a narrative description of **specific achievement(s) that the nominee has been instrumental in making at the school district or professional level in the past two years.** This explanation should address how it has enhanced the effectiveness of the school district or the profession.
2. **Service**
Please provide a brief summary of the nominee's service to their school district, the profession, and MSBO.

Letter of Recommendation:

Please provide one letter of recommendation, which directly addresses issues concerning the candidate's activities and career as a school business official. It is preferable that this letter comes from your district superintendent. *Letters of recommendation from vendors (associate members) are discouraged.*

Entries should be emailed, faxed, or mailed by January 31, 2018 to:

Nancy Hawkins at nhawkins@msbo.org

MSBO School Business Official of the Year

Attn: Nancy Hawkins
1001 Centennial Way, Suite 200
Lansing, MI 48917
Fax: 517.327.0768