

AEOP BOSS OF THE YEAR 2003 NOMINATION FORM

All **members** of the Association of Educational Office Professionals (AEOP) who meet the requirements below are eligible to submit a nomination for the AEOP Boss of the Year 2003 Award.

The Boss of the Year will be presented at Bosses' Night on Friday, November 7, 2003. Reservations for the nominee and nominating AEOP member must be made on or before October 24. To be considered, nominations must be received by CAROLYN BARNARD, 202 THRASHER WAY, EL CAJON CA 92020, by 4 pm on October 24. If you have any questions after reading the information below, please call Kristi Moorhead, ext 6231.

ELIGIBILITY: You must be a member of AEOP and must have been working for the nominee for a period of one year as of the submission deadline. If you are presently not a member and wish to join, please contact Nancy Steiger, ext. 6391. You and your boss must have reservations and attend Bosses' Night to be eligible to win.

PROCEDURE: Nominations must be written and submitted by one individual – not a group. However, more than one entry may be received for an individual. Nominations cannot exceed one double-spaced, typewritten 8 ½ x 11 page and type must be no smaller than 12 points. Your department/school letterhead **may not** be used. **DO NOT** reference your boss by name or gender in the nomination. Instead, use the pronoun 'he' in its various forms throughout the entry. The reference to gender will be appropriate when the winning nomination is read at the presentation of the AEOP Boss of the Year 2003.

JUDGING: The entries will be judged by up to three retired AEOP members. They will review and evaluate each nomination based on the following categories, awarding up to 25 points per category:

- Communication Skills
- Courtesy
- Ethics/Integrity
- Personal Traits

REMEMBER: NOMINATIONS DEADLINE IS 4 PM, OCTOBER 24, 2003

.....

Please clip and attach to your nomination.

Name of Boss: _____

