



**California Association of Educational
Office Professionals**

January 31, 2006

TO: All Members and Affiliates of CAEOP

FROM: Linda Quattlebaum, Past President
Life/Honorary Membership Awards Chair

RE: Nominations for CAEOP Life/Honorary Membership Awards

You are cordially invited to submit nominations for the Life and Honorary Membership awards that will be presented during the **2006** CAEOP Annual Conference.

A CAEOP Life Membership is awarded only to a regular or associate member of the Association. The nominee must have maintained membership in the state association for not less than ten years and must have provided outstanding service on a statewide basis. This service must clearly set the nominee apart from other members.

A CAEOP Honorary Membership is awarded only to a nonmember of the Association who has rendered meritorious service to the Association on a statewide basis which sets the nominee apart from other persons performing a like, similar or other service for the membership.

Nomination forms submitted by affiliates must be received no later than **Friday, February 24, 2006**. Nominations submitted by an individual who is not a member of an affiliate must be processed through a CAEOP Executive Board Member for consideration. Therefore, nominations submitted in this manner must be in the hands of a board member by Friday, February 17, 2006, so that the nominations can be forwarded to the Awards Chair and received by **Friday, February 24, 2006**. In order to receive consideration, the procedure as outlined above must be followed. There will be no exceptions. If you have any questions, please contact any CAEOP board member.

Additional nomination forms are available on the CAEOP web site at www.caeop.org from district directors, and from the Life/Honorary Membership Awards Chair.

Please submit all nomination forms by Friday, February 24, 2006, to:

**Linda Quattlebaum
Life/Honorary Membership Awards Chair
Perris Union High School District
155 East Fourth Street, Perris, CA 92570-2124
Telephone: 951.943.6369, ext. 126
Fax: 951.940.5378
Email: lrquattlebaum@puhsd.org**



CAEOP LIFE MEMBERSHIP AND HONORARY MEMBERSHIP AWARDS

POLICY AND PROCEDURES - ELIGIBILITY FOR AWARDS

The following criteria will be considered to ensure that only those persons who have clearly rendered outstanding service to CAEOP on a statewide basis will be accorded this honor thereby maintaining the highest standards for these awards.

- A. To be eligible for a Life or Honorary Membership Award, a person must have performed some type of service that clearly is meritorious and sets the nominee apart from other persons performing a like, similar or other service for the membership.
- B. The nomination must clearly and specifically set forth the service provided.
- C. Life Memberships will be awarded to CAEOP members only; Honorary Memberships will be awarded to nonmembers only.
- D. A nominee for Life Membership will have maintained membership in the Association for not less than ten years.

PROCEDURES FOR SUBMITTING NOMINATIONS

Nominations for Life or Honorary Membership Awards may be made by individual members through a CAEOP Executive Board Member, an affiliate through the affiliate president, and/or by the CAEOP Executive Board. All nominations, whether submitted by an individual member, an affiliate, or the CAEOP Executive Board, must be submitted to the Life/Honorary Awards Chair on the official nomination form.

A. Recommendation by an Individual Member:

A CAEOP member who is not a member of an affiliate organization may submit a nomination for Life and/or Honorary Membership through any CAEOP Executive Board Member indicating the name of the person submitting the request. Such nominations will be processed as indicated under item "C. – *Recommendation by the CAEOP Executive Board.*"

B. Recommendation by an Affiliate Organization:

1. Nominations submitted by an affiliate will have the approval of its executive board.
2. Nomination forms may be obtained from the Life/Honorary Awards Chair or from any district director, or on the Association web site.
3. To receive consideration, all nomination forms must be sent to the Life/Honorary Awards Chair and received by **Friday, February 24, 2006**. Nominations will be recorded and filed by the chair.
4. Nomination forms received after **Friday, February 24, 2006**, will be returned, without action, to the individual/affiliate submitting the nomination. These nominations can be resubmitted for consideration after the next annual conference.

C. Recommendation by CAEOP Executive Board Members:

1. All nominations submitted by a CAEOP Executive Board Member for either of these awards will be acted upon along with nominations received from the affiliates.
2. To receive consideration, nominations from Executive Board Members must be sent to the Life/Honorary Membership Awards Chair and received by **Friday, February 24, 2006**. They will be recorded and filed by the chair.

D. Notification:

The Life/Honorary Membership Awards Chair will notify the recipients, their appropriate supervisor(s), and the person or affiliate who nominated the recipient as soon as the decision is final. The recipient will be the guest of CAEOP at the meal function when the award is presented at the CAEOP Annual Conference. In the event of the need to keep the award a surprise to the recipient, appropriate steps will be taken to ensure that secrecy.



LIFE OR HONORARY MEMBERSHIP AWARDS

NOMINATION FORM

Circle One: Life Membership Honorary Membership

Date: _____

Name of Nominee: _____

Home Address: _____

Mailing Address: _____

School District/Business: _____

Business Address: _____

Position: _____

If submitted by an affiliate, please complete this section:

Name of Affiliate: _____

Mailing Address: _____

Date Approved by Affiliate for Submission: _____

Signature of Affiliate President: _____

If submitted by a CAEOP Executive Board Member, please complete this section:

Name of Board Member: _____

Position on Executive Board: _____

Submitted at the Request of: _____

Date Approved by CAEOP Executive Board Member: _____

Signature of Executive Board Member: _____

It is recommended that _____ be awarded the CAEOP _____ Membership based on the following:

Life or Honorary Membership Nominations:

1. Provide a complete and detailed statement outlining the activities and/or services performed by the nominee on a statewide basis that sets the nominee apart from other persons performing a like, or similar service. Please be specific and include dates of service.

2. List below any other information not included above which you feel may be pertinent.

For Life Membership Nominations Only:

1. List the number of consecutive years the nominee has been a member of CAEOP.

2. List below additional background information (i.e., local and national offices held and appointments filled) and include the dates of service.

Please attach additional sheets if more space is required.