



EDUCATIONAL OFFICE PROFESSIONAL OF THE YEAR

Sponsored by the
Richland County Association of Educational Office Professionals

GUIDELINES

1. Application Packet will include - Online Nomination Application, Forms A and B-Nominee's Information, Form C-Supervisor Evaluation. One letter of recommendation must be from the Nominator. The other two (2) letters may be by the Nominee's choice. **Please do not include scrapbooks, newspaper clippings, or any other materials. All materials must be submitted by the sponsoring individual(s) at one time and will not be returned.**
2. A twenty five dollar (\$25) non-refundable fee to RCAEOP must accompany the online nomination form found at www.rcaeop.com
3. An inscribed plaque will be presented to the winner.
4. Nominations that do not follow guidelines will not be submitted to the judges for consideration.
5. All candidates and the sponsor will be notified immediately after the judges' decision is final. *In all cases, the decision of the judges is final.*
6. **THE APPLICATION PACKET must be submitted by email to: webmaster@rcaeop.com by October 11, 2024**

ELIGIBILITY

1. Candidate must be currently employed with Richland School District One or Two.
2. Candidate must be a current RCAEOP, SCAEOP, and NAEOP member and must have held membership in the Local, State, and National organizations for a minimum of three (3) consecutive years immediately prior to nomination.
3. Candidate must have been employed as an office professional for a minimum of five (5) years in an educational institution, agency, public or private school, college, or university.

CRITERIA FOR JUDGING

1. Three letters of recommendation	20%
2. Education, PSP certificates, in-service courses completed	30%
3. Membership/leadership roles in professional associations	20%
4. Other professional associations	5%
5. Community activities (areas of impact in addition to education)	10%
6. Professional ratings (supervisor or personnel director)	15%

PLEASE NOTE: This award cannot be received more than once in a five (5) year timeframe.

Richland County Association of Educational Office Professionals (RCAEOP), will submit the recipient's information to SCAEOP for consideration for the Educational Office Professional of the Year award as well as to NAEOP for the Betty Blanton Educational Office Professional of the Year award. The following is the judging criteria that will be used for that award.

SCAEOP AND NAEOP CRITERIA FOR JUDGING

1. Recommendation from sponsoring association	10%
2. Education, PSP certificates, in-service courses completed	20%
3. Membership role in professional/non-professional Associations	20%
4. Other professional associations	10%
5. Community activities (areas of impact in addition to education)	5%
6. Professional ratings (supervisor or personnel director)	15%
7. Letters of recommendation – maximum of three (3)	20%



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NOMINEE'S INFORMATION

NOMINEE

NAME (DR., MS., MR., MRS) _____

Title First Last

HOME ADDRESS _____

Street City State Zip

EMPLOYER _____

Full Name of the School/College/District

JOB TITLE/POSITION _____

Title

BUSINESS ADDRESS _____

Street City State Zip

TELEPHONE NUMBERS _____

Home/Cell Office

E-MAIL ADDRESS _____

NUMBER OF YEARS AS AN OFFICE PROFESSIONAL _____

CURRENT MEMBER OF:

RCAEOP Yes No

SCAEOP Yes No

NAEOP Yes No

NOMINATOR (You must be an Administrator or an Office Professional)

NAME _____

Title First Last

ADDRESS _____

Street City State Zip

E-MAIL ADDRESS _____

Yes I wish to receive a confirmation receipt of the nomination packet via e-mail

TELEPHONE NUMBERS _____

Home/Cell O Office

Complete and email all materials (Forms A, B & C, plus letters of recommendation) to the email address below. A check or money order for \$25 made out to (RCAEOP) to the following address postmarked by October 11, 2024

***A. McFadden
2621 Clemson Road
Columbia, SC 29229***

SUBMISSION DEADLINE: Monday, October 14, 2024



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NOMINEE'S INFORMATION

Name of Nominee _____

Community activities/Personal Contributions & Achievements in Education:

Association	Years	Offices/Committees	Years

Membership/Leadership role in Professional/Non-Professional Associations:

Association	Years	Offices/Committees	Years

Please use the space below for additional information.



FORM C

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SUPERVISOR'S EVALUATION

The candidate named below has been nominated for Richland County Association of Education Office Professional of the year. This evaluation is part of nomination packet and will be considered by the judges.

Name of candidate (please type) _____

Candidate's Address: _____

Email Address _____

Please check appropriate column.

<i>Qualities of Characteristics</i>	<i>Superior</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>
Ability to get along with others				
Accuracy				
Basic Skills				
Efficiency				
Friendliness				
Initiative				
Judgment				
Loyalty				
Punctuality				

Comments (use a second page if additional space is needed):

Name _____ Title _____

School or District _____ Address _____

Signature _____ Date _____

(Not valid unless signed)

Administrator must be current or previous supervisor.