



**2024 Educational Administrator of the Year Award**  
*Sponsored by the*  
***Richland County Association of Educational Office Professionals***

**GUIDELINES FOR APPLICATION**

1. One candidate may be nominated by a RCAEOP member for the current year (July 1<sup>st</sup> to June 30<sup>th</sup>)
2. THE ORIGINAL AND THREE (3) COPIES OF THE APPLICATION MUST BE SUBMITTED. **DO NOT** send scrapbooks, newspaper clippings, or any other materials. All materials must be submitted by the sponsoring member at one time. Submitted materials will not be returned.
3. A \$25 non-refundable fee payable to RCAEOP must accompany the nomination. Fees will be used to help defray expenses.
4. **Application materials (Forms A & B, and letters of recommendation) must be POSTMARKED by October 11, 2024.**
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. An inscribed plaque will be presented to the winner at the RCAEOP Gala. Certificates will be mailed to all nominees.
7. Nominations that do not follow guidelines will not be submitted to judges for consideration.

**ELIGIBILITY**

1. Candidate must be currently employed as an educational administrator in Richland One or Richland Two School District.
2. Candidate must have been employed as an educational administrator for five (5) years.
3. Candidate must be supportive of educational office professionals and encourage their professional growth.

**CRITERIA FOR JUDGING**

1. Support of Educational Office Professionals 45%
2. Experience in Education Field 15%
3. Personal Contributions and Achievements in Education 15%
4. Educational (Academic) Background 10%
5. Recommendation of Sponsor 5%
6. Membership/Leadership Responsibility in Professional Associations 5%
7. Letters of Recommendation (maximum of three letters) 5%

***Submit Application, Application Fee (Non-Refundable), and all other supporting documents by October 11, 2024:***

**email completed package to:**  
**[webmaster@rcaeop.com](mailto:webmaster@rcaeop.com)**

**Mail Check or Money Order to:**

Andrena McFadden  
2621 Clemson Road  
Columbia, SC 29229

\*include nominee name\*



## FORM A

# Richland County Association of Educational Office Professionals 2024 Educational Administrator of the Year APPLICATION

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Candidate Employed by: District and School

Position: \_\_\_\_\_

Immediate supervisor (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Basis for selection of nominee: (You may submit additional information on a separate sheet of paper)

### Sponsor Information:

Name of RCAEOP Member: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_



**FORM B**

**Richland County Association of Educational Office Professionals  
2024 Educational Administrator of the Year  
Application**

Name of Nominee: \_\_\_\_\_

**Former Positions Held:**

Title	Place of Employment	Year(s)

**Educational Background:**

Course or Degree	Name & Location of Institution	Date Received

**Membership/Leadership Responsibility in Educational Professional Associations:**

Association	Years	Offices/Committees	Years

**Local/State/National Awards Received:**


**Personal Contributions or Achievements in Education:**


Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

(Attach additional supporting documents if needed)