

AEOE

Association of Educational Office Employees

Serving Los Angeles Unified School District Classified Professionals Since 1928

P.O. Box 227186, Los Angeles, California 90022

323.725.7266 Fax 323.725.6266

aeoe-laUSD.org

December 7, 2017

2017-2018 Annual Recognition

Classified Office Professional, Classified Administrator/Supervisor,
and/or a Certificated Administrator

Dear AEOE Member:

Once a year, AEOE members have the opportunity to recognize a Classified Office Professional, a Classified Administrator/Supervisor, and a Certificated Administrator with whom they work and appreciate. We all understand the importance of being recognized for a job well done.

You can use this opportunity to acknowledge your co-worker(s) by nominating them for this prestigious award. We will make this honor very memorable by honoring the 2018 recipients at our Annual Spring Awards Luncheon on April 28, 2018, at Quiet Cannon Restaurant.

Please return the completed enclosed forms to the AEOE Office, postmarked no later than **Thursday, February 22, 2018**. Electronic forms are available on our website: aeoe-laUSD.org. If you have any questions or need additional information, please do not hesitate to call our office at 323.725.7266.

Sincerely,

Maria S. Gonzalez

Maria S. Gonzalez
President

Enclosures: Guidelines
Nomination Forms A & B

Guidelines for Nomination

LAUSD Classified Office Professional, Classified Administrator/Supervisor, and Certificated Administrator of the Year

Postmark Deadline: Thursday, February 22, 2018

Each member of Association of Educational Office Employees may submit one nomination per year for each category. *Type-In Forms are available on our website: aeoe-laUSD.org*

Eligibility:

- A. The candidate must currently be employed as a Classified Office Professional, a Classified Administrator/Supervisor, or Certificated Administrator.
- B. The candidate must have been employed in the capacity of supervisor or administrator for a minimum of five (5) years. The Office Professional candidate should have at least two year experience working in the educational field.

The Nominator must submit both Nomination Form A and Questionnaire Form B.

Completed Application consists of the following items:

- Form A must be signed and attested to and must be submitted by an AEOE member of two years or more.
- A statement on why you are nominating your selectee.
- Form B specifies the information required of the candidate.
- Two letters of recommendation.

Final decision of the Judges will be based on the following criteria:

- | | |
|--|-----|
| ▪ Interest shown in educational office employees | 45% |
| ▪ Experience in educational field | 15% |
| ▪ Achievement in the educational field | 15% |
| ▪ Educational (professional development/academic background) | 10% |
| ▪ Recommendation of Sponsor | 5% |
| ▪ Membership/achievements in professional association | 5% |
| ▪ Two letters of recommendation | 5% |

Selected candidates will be notified immediately after the judges' decisions.

Recognition will be presented to the recipients at our Annual Awards Luncheon on Saturday, April 28, 2018, at Quiet Cannon Restaurant.

AEOE Nomination - Form A

Each AEOE member may nominate one person per category.

Please use separate forms for each nominee.

Check One:

- LAUSD Classified Office Professional**
- Classified Administrator/Supervisor**
- Certificated Administrator of the Year**

Name of Candidate: _____

Address: _____

Telephone: (Home or Cell) _____ (Work or School) _____

Candidate's Supervisor (if any): _____

Candidate's Address: _____

Candidate's Email Address: _____

AEOE Member Sponsor: _____ **Employee No.** _____

AEOE Member Since: _____

Sponsor's Address: _____

Sponsor's Email Address: _____

Telephone: (Home or Cell) _____ (Work or School) _____

Please use a separate sheet of paper to describe why you are nominating your candidate.

Attached

Signature of Sponsor: _____ **Date:** _____

Return Form A and B, AEOE member statement of selection, and letters of recommendation via U.S. mail with proper postage affixed:

Association of Educational Office Employees
P.O. Box 227186, Los Angeles, CA 90022
Postmark Deadline: Thursday, February 22, 2018

AEOE Nomination - Form B

Each AEOE member may nominate one person per category.

Please use separate forms for each nominee.

Check One:

- LAUSD Classified Office Professional**
- Classified Administrator/Supervisor**
- Certificated Administrator of the Year**

Name of Nominee: _____

Current Position: _____

1. List Three Previous Positions

<i>Location</i>	<i>Position</i>	<i>Dates</i>

2. Professional Development/Academic Educational Background

<i>Degree Received</i>	<i>Name & Location of Institution</i>	<i>Date Received</i>

- 3. List Personal Contributions/Achievements in current and past positions:

- 4. List any local, state, or national recognition or awards received relative to your current or previous positions:

- 5. List Memberships in national, state, and local professional associations:

- 6. List past and present offices held in national, state, and local professional associations:

Note: Please use a separate sheet of paper if you would like to add additional information.

Signature of Sponsor: _____ **Date:** _____

Return Form A and B, AEOE member statement of selection, and letters of recommendation via U.S. mail with proper postage affixed:

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