



## Wisconsin Association of School Business Officials

### **NEW SCHOOL BUSINESS MANAGER OF THE YEAR AWARD**

#### **APPLICATION FORM / NOMINATION CHECKLIST**

The purpose of the NEW School Business Manager of the Year (New SBMY) Award is to recognize the contributions of new school business managers to their local school district and community, as well as the business manager profession, regardless of the size of their district. New school business managers are considered to be those with less than five years of experience.

Nominee: \_\_\_\_\_

Nominee's District: \_\_\_\_\_

Nominator: \_\_\_\_\_

Please use the charts below to assist you in organizing your nomination materials.

ELIGIBILITY CRITERIA	YES	NO
Certified "08" school business manager employed less than 5 years?		
Active district professional WASBO member?		
Not a previous winner of the New SBMY Award?		
Not a current member of the WASBO Board of Directors?		

SELECTION CRITERIA – Does the nomination materials provide evidence of the following?*	YES	NO
Leadership in the Schools		
Continuing Professional Development		
Active Participation in the Profession		
Active Participation in the Community		

\* See the WASBO Professional Recognition Program brochure, or [www.wasbo.com/awards](http://www.wasbo.com/awards), for more details on the criteria being used to evaluate nominations.

Nomination packets may, but are not required to, include letters of recommendation from the following:

- ✓ The nominee's district administrator;
- ✓ The nominee's colleagues in your area/regional, or from throughout the state;
- ✓ School board members;
- ✓ Local officials;
- ✓ Community organizations the nominee actively participates in.

Letters should focus on the selection criteria listed above. Collectively, as many of the selection criteria as possible should be addressed in the supporting documents. Please limit submitted letters to no more than six (6). Selection of the honoree from all nominees will be based upon the submitted nomination materials. Please be thorough in presenting the nominee's accomplishments.

Return form with supporting documentation to:

WASBO, 4797 Hayes Road, Suite 101, Madison, WI 53704 or [kristin.hauser@wasbo.com](mailto:kristin.hauser@wasbo.com)