



Wisconsin Association of School Business Officials

WALLACE E. ZASTROW AWARD

APPLICATION FORM / NOMINATION CHECKLIST

The purpose of the Wallace E. Zastrow Award is to **honor the legacy career accomplishments**, outstanding contributions, and years of service of active and recently retired (within the past two years) WASBO members who have displayed visionary leadership, commitment and dedication. Award winners have made significant contributions to better the profession, public education, the school districts they serve, and WASBO. This award is not limited to certified school business managers.

(Please see the School Business Manager of the Year Award application form to nominate a school business manager for their most recent outstanding contributions.)

Nominee: _____

Nominee's District: _____

Nominator: _____

Nominator Address: _____

Nominator Email: _____

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

ELIGIBILITY CRITERIA	YES	NO
Active school business official employed at least 10 years? (Please see brochure for definition of "school business official.")		
Active district professional, or newly retired (within two years) WASBO member in good standing?		
Not a previous winner of the Zastrow 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		
Leadership in the Profession		
Professional Development		
Leadership in the Community		

* See the WASBO Professional Recognition Program brochure, or 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, or from throughout the state;
- ✓ School board members;
- ✓ Local officials;
- ✓ Community organizations the nominee actively participated in and provided leadership to.

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.