

## **Outstanding South Carolina School Business Official Award Application Procedures and Guidelines**

The South Carolina Association of School Business Officials will accept nominations from its membership each year for the Outstanding South Carolina School Business Official Award. This award will be presented at the Annual Spring Conference. The award winner will also be recognized at the Southeastern Association of School Business Officials Annual Conference and Exhibits.

### Guidelines:

Any nominee must be a current active member of the South Carolina Association of School Business Officials who is employed by a public school district, vocational-technical school, or the South Carolina Department of Education. At a minimum, the nominee must have served as a school business official for three full years. Members of the South Carolina Association of School Business Officials Executive Committee are not eligible during their term. The nominator must be an active member of the South Carolina Association of School Business Officials.

Nominations must include the following:

1. A completed Outstanding South Carolina School Business Official Award Nominee Application form which consists of nominee information and a description of the nominee's service to their school district, the profession, their colleagues and their communities. Two letters of recommendation which directly address issues concerning the nominee's activities and career as a school business official. Letters of recommendation from Associate Members are discouraged.
2. Either the completed nomination application or one letter of recommendation must be completed by an employee of the nominee's current place of employment.
3. Additional information regarding the nominee, if appropriate, on a separate sheet.

A sub-committee of the South Carolina Association of School Business Officials Board of Directors will serve as the selection committee. This committee will assume responsibility to notify the superintendent and/or family of the award winner and invite them to attend the presentation of the award. The names of the nominees submitted and the selection of the award winner will be kept in strict confidence.

Each nomination will be kept valid and on file for two years unless withdrawn by either the nominee or nominating party.

**Nominations must be postmarked on or before January 15 and mailed to the following address:**

**SCASBO  
Attn: Outstanding SCSBO Award  
PO Box 6563  
Columbia, SC 29260**

**Outstanding South Carolina School Business Official Award  
Nominee Information Form**

**Nominee Information**

Full Name of Nominee (an active Association member)

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Position Title \_\_\_\_\_

Current Employer \_\_\_\_\_

Years with Current Employer \_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Previous Employers (List all known)

\_\_\_\_\_

\_\_\_\_\_

Total Years of Service as a School Business Official (estimate if unknown)

\_\_\_\_\_

*Please provide the nominee's superintendent as well as a family contact in the event this nominee is chosen as a recipient.*

Superintendent Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Family Contact \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Nominator Information**

Name of Nominating Individual (an active SCASBO member)

\_\_\_\_\_

Position Title \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

**Please provide the Committee with as much information as possible on the Nominee by answering the questions on the following page.**

**When appropriate, please indicate the total years of service for the various activities described.**

**1. Describe the achievements that the individual you are nominating has made to his/her current and prior school district:**

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**2. Describe the service that the individual you are nominating has provided to his/her peers and subordinates either through state, regional, district or other formal/informal arenas.**

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**3. Describe the service that the individual you are nominating has made to SCASBO.**

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**4. Describe the community service provided by this individual.**

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Return this nomination application, the two letters of recommendation and any additional information to:

**SCASBO  
Attn: Outstanding SCSBO Award  
PO Box 6563  
Columbia, SC 29260**

All nomination applications must be postmarked by **January 15**. Applications received after the deadline will be considered the following year. Faxed nomination applications will not be accepted.