

OKASBO

*Business Official of the Year*

PROGRAM



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**OKASBO**

## *Business Official of the Year*

### **IMPORTANT DATES**

#### **Application Deadline**

**March 7, 2025**

(Last day to postmark applications)

(Applications may be emailed to  
info@okasbo.org)

**Program Ceremony to be held at  
the OKSBO Spring Conference**

For more information and to submit applications,  
please contact:

Roger Adair  
OKASBO Executive Director  
P.O. Box 32364  
Edmond, OK 73003  
405-353-2726  
roger.adair@okasbo.org

You can access OkASBO 24 hours a day by  
visiting our website at

[www.okasbo.org](http://www.okasbo.org)

### **Official Application**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

District/Employer: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### **Professional Contributions**

Please provide supporting documentation to indicate:

- Involvement in professional associations.
- Participation and activities on a local, state, national and/or international level.
- Professional credentials including degrees held, dates received.
- Continuing education course work done
- Articles, books, papers and other published projects.
- Formal speaking engagements or presentations within or outside the context of your employment.

### **Narrative Recommendation**

Please provide a narrative essay related to each of the following criteria. Brevity will be received favorably. The response to each item should be limited to a single page or less.

*Criteria 1* ~ How has the nominee assisted the school entity in maximizing its financial resources? Please describe efforts above and beyond the requisite job responsibilities.

*Criteria 2* ~ How has the nominee improved public relations through involvement in local community activities. How has the community benefited from these efforts?

*Criteria 3* ~ How has the nominee's commitment to the profession helped improve School Business Management at the local, state national and/or international level.

### **References**

Please include two letters of reference, which speak to the nominee's character and professional ability. One letter should be from the nominator, and the other from the nominee's district. Each letter should be *limited to one page*.

<b>Professional Association</b>	<b>Position Held</b>	<b>To</b>	<b>From</b>

<b>Professional Activities</b>	<b>Location</b>	<b>Dates</b>

<b>Professional Certification or Registration</b>	<b>Date</b>

<b>College or University</b>	<b>Degree and Program Major</b>	<b>Date</b>

<b>Continuing Education</b>	<b>Location</b>	<b>Date</b>

<b>Speaking &amp; Publication</b>	<b>Topic</b>	<b>Date</b>

# ELIGIBILITY REQUIREMENTS *and Program Rules*

1. The OKASBO Business Official of the Year Program is open to all OKASBO active members having at least one (1) year of membership prior to nomination.
2. The OKASBO Business Official of the Year is a peer recognition program for outstanding service, innovative plan design and implementation, or other exemplary business practices within school business management. Nominations will be accepted from OKASBO Active or Honorary Members, immediate supervisors, and local boards of education. **Self-nominating applications will be rejected.**
3. All entries must be made using the official application with attachments. Entries must be postmarked by **March 7th**. Entries postmarked after this date will not be accepted. Applications may be emailed to [info@okasbo.org](mailto:info@okasbo.org)
4. The award winner will be required to submit a 100 word biography along with a professional photograph be used in the program brochure and press releases.
5. The decision of the selection committee is final.

## **Recipient will receive:**

- ◆ A check for \$1,000.
- ◆ Recognition in news and trade media
- ◆ An engraved plaque at the Spring Conference

## **School Business Official of the Year Selection Committee**

This committee is composed of the Board of Directors and others deemed necessary. This committee will evaluate the applicants and award the scholarship. In the event no applications are received, the committee may choose an Oklahoma ASBO member. The criteria for this program will be reviewed periodically. Recommendations to change to the selection criteria should be submitted to the committee or OKASBO Executive Director.

