GUIDELINES FOR USM-AOP

EDUCATIONAL OFFICE PROFESSIONAL OF THE YEAR

1. Any dues-paid member of USM-AOP may submit nomination(s) for this award.

2. The current president and president-elect of USM-AOP are ineligible for this nomination.

3. Candidates must have been employed as educational personnel at USM for a **minimum of three (3) years**.

4. Candidates for this award must be current dues-paid members of the USM-AOP and must have maintained membership for the past two years.

5. Nominations must be submitted to the Affiliations Committee Chairman, Vonetta Jordan-Jones, at Box 5014, no later than **Friday, April 23, 2027**. Nomination packets received after this date will not be considered.

6. Please include **three (3)** letters of recommendation – one from the person nominating and two others. Any awards and/or certificates may be included. A copy of the nominee's resume would be very helpful to the committee.

7. Complete information is needed in order for the Affiliations Committee to make a valid selection.

8. Nominees for the USM-AOP Educational Office Professional of the Year do not have to be a member of the state and national associations in order to receive this award. However, in order for the USM-AOP Office Professional's name to go forward as a nominee for the state award, the recipient must have held membership in MAEOP and NAEOP for the past three consecutive years. If the USM-AOP Office Professional recipient does not meet the guidelines to be forwarded to the State level, a call for a nominee to forward to the State Level at an announced monthly AOP meeting.

The recipient of this award will be recognized at the annual Membership Recognition Luncheon.

*****If you nominate someone for this award,**
you are expected to attend the
Membership Recognition Luncheon
Date TBA***

GUIDELINES FOR USM-AOP

EDUCATIONAL ADMINISTRATOR OF THE YEAR

1. Any dues-paid member of USM-AOP may submit nomination(s) for this award.

2. Candidates for this award must be currently employed by The University of Southern Mississippi as an educational administrator.

3. Candidates must have been employed in the capacity of an educational administrator at USM for a **minimum of three (3) years**.

4. Candidates for this award must be a member of the national educational association which represents the candidate's professional occupation.

5. Candidates for this award should preferably be known to all members of USM-AOP.

6. Nominations must be submitted to the Affiliations Committee Chairman, Vonetta Jordan-Jones, at Box 5014, no later than **Friday, April 23, 2027**. Nomination packets received after this date will not be considered.

7. Please include **three (3)** letters of recommendation – one from the person nominating and two others. Any awards, honors and/or certificates may be included.

8. Complete information is needed for the Affiliations Committee to make a valid selection.

The recipient of this award will be recognized at the annual Membership Recognition Luncheon.

*****If you nominate someone for this award,**
you are expected to attend the
Membership Recognition Luncheon
Date TBA***