



## 2024 OUTSTANDING SCHOOL BUSINESS OFFICIAL

School business officials work hard to ensure that the management of their schools is handled efficiently and effectively. The complexity and gravity of their responsibilities has increased over the years, making their work an important contribution to the education community. Each business official has basically the same role, but job descriptions are unique from district to district. All contribute to the school community in a variety of ways.

The MASBO Board of directors created the Outstanding School Business Official award to recognize the indispensable role school business officials have in educating children. This award recognizes outstanding school business officials in Montana school districts for their commitment to the students, staff, taxpayers and members of their community, and also for their involvement in MASBO.

The award is presented at the MASBO Summer Conference with recognition at the Montana Conference of Educational Leadership. The recipient receives a lifetime membership in MASBO, an engraved crystal award and a commemorative jacket.

Nominees must be current, active MASBO members. Active members are school employees directly connected with business administration of schools in the State of Montana. Nominations may be made locally by coworkers, teachers, trustees or district administration. Other business officials, Office of Public Instruction employees, county or State officials may also make nominations.

### **NOMINATION INSTRUCTIONS**

The nomination packet requires the following:

- **Letter of nomination** to the MASBO Board of Directors that includes the following information: 1) Name, job title and school district, 2) specific reason(s) this person is nominated, 3) contributions to Montana public education as it relates to the school, community, county, state or federal levels, 4) service in civic or public organizations, and 5) the nominee's service to students, and
- **Two (2) letters of recommendation** to support the nomination.

You may submit your nomination packet by emailing it to Shelley Turner at [sturner@masbo.com](mailto:sturner@masbo.com) or mail it to MASBO, Attn: Shelley Turner, P.O. Box 400, East Helena, MT 59635.

**[Nomination packets will be accepted until Wednesday, May 1st, 2024 at 5:00 p.m.](#)**

After nominations are received in the MASBO office, an information data sheet will be sent to the nominee in order to obtain other specific information.

When the award winner is announced at the MASBO Summer Conference in June 2024, each nominee will receive a copy of the nomination packet letters.

**Note:** Nominations are valid for the current year only and must be resubmitted to be considered in a subsequent year.