



2018 OUTSTANDING SCHOOL BUSINESS OFFICIAL

Many school business officials have labored, sometimes unnoticed, 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 and the public at large. Each business official plays basically the same role, but job descriptions are unique from district to district. All contribute to the school community in a variety of ways.

Awarding of the “**OUTSTANDING SCHOOL BUSINESS OFFICIAL**” was created by the MASBO Board Directors to recognize the indispensable role school business officials play 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 contribution to MASBO.

Since this award is made annually at the MASBO Summer Conference with recognition at the Montana Conference of Educational Leadership in October, the Board of Directors accepts nominations in the spring. The recipient receives a Lifetime Membership to MASBO, an engraved crescent-shaped award and a commemorative jacket.

By and large we urge you to give careful consideration in nominating a school business official whom you feel is worthy of this award. 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.

Outstanding nominees must be current, active MASBO members. Past recipients, current officers and directors of the Association are not eligible during their term of office.



2018 OUTSTANDING SCHOOL BUSINESS OFFICIAL NOMINATION INSTRUCTIONS

In your nomination packet addressed to MASBO Board of Directors, please include the following:

- 1) **LETTER OF NOMINATION**
 - Name of Nominee
 - Job Title
 - School District
 - Specific reason(s) this person is nominated
 - Contributions to Montana public education in the following areas:
School, Community, County, State, Federal
 - Contributions to civic and public organizations
 - Nominee's service to students

- 2) **TWO LETTERS OF RECOMMENDATION** to support this nomination

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

*Your letter of nomination and any attached materials may be sent to the nominee

Please submit the above information by March 31, 2018 to:

Denise Williams, MASBO Executive Director

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