

Michigan School Business Officials



2012 Awards Program
Booklet

Distinguished
Service Award

Meridian Award

Mark & Kay
Stebbins
Scholarship

School Business
Official of the
Year Award

Wally Piper
Scholarship

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All Award Program descriptions and applications are available on the MSBO website at:

www.msbo.org/about/index.shtml



2012 School Business Official of the Year Award Guidelines & Application

Timeline:

- ✓ Deadline: January 31, 2012
- ✓ Committee reviews applications: February 2012
- ✓ Committee recommendations to MSBO Board: March 2012
- ✓ Make selection: March 2012
- ✓ Notify Awardee: March 2012
- ✓ Announcement of Award: April 2012

Requirements:

- ✓ This award is meant to honor an individual whose accomplishments and contributions are within the past two years.
- ✓ An applicant must be an MSBO member.
- ✓ An applicant must be a school business official for minimum of five years.
- ✓ An applicant must be employed by a K-12 school district or an Intermediate School District (ISD) and fulfill a position listed below
 - Business Manager or Business Administrator
 - Accounting or Finance Director
 - Superintendent
 - Assistant Superintendent, Finance/Administration
 - Director of Transportation, Food Service, Facilities, Information Systems, Human Resources
- ✓ Current MSBO board members are not eligible.
- ✓ All entries must be made using the official application with attachments.
- ✓ Entries must be postmarked by January 31, 2012.

Applicant Information:

Nominee _____ Position/Title _____

School District _____

School Address _____

City/State/Zip _____

Phone _____ Fax _____

E-mail _____

Nominator Contact Information:

Name _____ Position/Title _____

School District _____

School Address _____

City/State/Zip _____

Phone _____ Fax _____

E-mail _____



Please provide a short narrative description of why you feel the person should be nominated:

Professional Record:

Please provide the nominee’s professional resume and/or biographical statement of 500 words or less that may include the following (if applicable):

- Involvement in professional associations
- Professional credentials (including degrees)
- Continuing education course work done outside the college or university setting
- Presentations made within or outside the context of the applicant’s employment
- A list of articles, books, papers, and any other written projects published

Other Documentation:

1. Achievement

Please provide a narrative description of specific achievement(s) that the nominee has been instrumental in making at the school district or professional level in the past two years. This explanation should address how it has enhanced the effectiveness of the school district or the profession.

2. Service

Please provide a brief summary of the nominee’s service to their school district, the profession, and MSBO.

Letter of Reference:

* Please provide one letter of recommendation, which directly addresses issues concerning the candidate’s activities and career as a school business official. It is preferable that this letter comes from your district superintendent. *Letters of recommendations from vendors (associate members) are discouraged.*

Entries should be emailed, faxed, or mailed to Nancy Hawkins at nhawkins@msbo.org by January 31, 2012:

MSBO
School Business Official of the Year
1001 Centennial Way, Suite 200
Lansing, MI 48917
Fax: 517.327.0768



2012 Meridian Award of Excellence Guidelines

The MSBO Meridian Award of Excellence is a special recognition award acknowledging successful practices in all areas of school management and education. Practices must be implemented in a district and applicants must document benefits to the district or MSBO.

How to Apply

Complete the MSBO Meridian Award of Excellence Application Form and attach it to the front of the submission. You may nominate yourself or another person.

Each submission must have a concise, descriptive title that conveys the content of the proposal, practice, or publication. This serves as a common, quick reference point, if questions arise about a particular submission. The title is also used on the plaque for award recipients and for other public relations pertaining to the awards program.

All nominations must also include a typed summary.

Eligibility

1. The MSBO Meridian Award of Excellence is open to any active MSBO member, school district, employee or group of active school district employees in administrative or support areas.
2. Members serving on the MSBO Board of Directors are not eligible.
3. All entries must be submitted with an official MSBO Meridian Award of Excellence application form. Entries must be postmarked by January 31, 2012.

Summary Questions

The summary must address these two questions:

1. What was the problem, issue, or concern that caused this practice to be developed?
2. What are the measurable benefits your school district derived from this practice and How do you believe this submission can be applied in other schools?

Important Dates

January 31, 2012—Last day to postmark completed application to MSBO.

February 2012—Awards Committee Election Panel members review applications and select award recipients.

March 2012—MSBO *eNews & Views* announces winners.

April 2012—MSBO Meridian Award Winners recognized at the MSBO Annual Conference.

Along with the summary, submit supporting documentation. This may include, but is not limited to, typewritten materials, footnotes, news clippings, board minutes, financial records, charts, or audiovisual scripts.

Do not submit VCR tapes, transparencies, photos, flip charts, or your original materials since they cannot be returned to you.

Selection Criteria

Recipient(s) are chosen by a selection committee. Selection is based on the degree to which the entry promotes and enhances the overall effective operation of a school district or MSBO. The panel will review entries in February 2012 and select the 2012 awards.

The committee may recognize individuals or groups within various areas of specialization or professions of education. Decisions rendered are final.



2012 Meridian Award of Excellence Nomination Form _____

Descriptive Title (not longer than 10 words): _____

Enclosed is a description of the nomination. By submission, authorization is given to MSBO to publicize this information in whatever way MSBO may consider appropriate.

Name of nominator (if applicable) _____

Email _____

School district _____

Position _____

Phone _____

Name of nominee or School district _____

Email _____

School District/Employer _____

Position _____

Address _____

City/State/Zip _____

Phone _____

Fax _____ E-mail _____

2011 Applications must be postmarked by Jan. 31, 2012.
Email or fax your application with your summary to
bclay@msbo.org or mail to:
Brooke Clay
MSBO, Meridian Award
1001 Centennial Way, Suite. 200
Lansing, MI 48917
Fax: 517.327.0768



Distinguished Service Award Guidelines

Eligibility Requirements

To be considered for the Distinguished Service Award, each candidate must:

- ✓ Be a current or former member of MSBO for at least 10 years in any member classification.
- ✓ Have received one of MSBO's professional certifications or comparable recognition of professional achievement.
- ✓ Have attained the highest level of professional accomplishments.
- ✓ Have demonstrated exemplary volunteer school business association service on a local, state, national or international basis.
- ✓ Have high professional integrity and character.
- ✓ Not be a current member of the MSBO Board of Directors. (Individual exceptions to any or all of the above eligibility requirements may be granted by the MSBO Board of Directors under extenuating circumstances.)

Nomination Procedure/Timeline:

It is the expectation that all nominees will be exemplary candidates and meet the eligibility requirements.

- ✓ Current MSBO members, excluding Board members, may nominate a candidate in any of the membership classifications. No self nominations will be accepted.
- ✓ All nominations shall be in writing. Information should be addressed to the MSBO Board of Directors and include a cover letter from the person making the nomination.
- ✓ A completed nomination form with candidate background information data must be received by the MSBO office no later than January 31, 2012.

Selection Process:

Selection will be by the MSBO Board of Directors. Nominations will be considered based on the criteria established in this document. The decision shall be determined by a majority vote of the MSBO Board at the March Board meeting. The Board, at its discretion, can annually select one or more candidates, or no candidate, to receive the Distinguished Service Award.

Award Nomination Presentation

Announcement of the recipient(s) will be made at the Annual Conference in April.

Conferring of Award:

The President of the Association shall present the Distinguished Service Award to the recipient(s) during the MSBO Annual Conference in April. An appropriate award will be presented to the recipient(s) to recognize this outstanding achievement.



Person Making Nomination: _____

Name of nominator _____

Email _____

Business Address _____

Home Phone _____ Business Phone _____

MSBO Membership Classification _____

Nominee Information _____

Name of nominee _____

Email _____

School District/Employer _____

Business Address _____

Home Phone _____ Business Phone _____

MSBO Membership Classification _____

MSBO Participation and Accomplishments _____

(Current and past. Please include number of years, contributions/involvement at international, national, state, and regional level.)

Biographical and Career Summary _____

(Please include employer(s), number of years served, title, brief description/accomplishments, etc.)



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Education

(Please include educational background along with any degrees and/or certifications earned.)

General Information

(Please include educational background along with any degrees and/or certifications earned.)

Certification Statement

I certify that I have read carefully the document published by the MSBO Board regarding the "Distinguished Service Award." The person I am nominating, in my opinion, meets the eligibility requirements for this award. I have attached a nomination letter where I have documented the exemplary efforts of the nominee and the extraordinary accomplishments of this individual.

Signature of Person Making Nomination

Date

Applications must be postmarked by Jan. 31, 2012.
Email to dmartell@msbo.org or
mail or fax completed form and cover letter to:
MSBO Board of Directors
David Martell
1001 Centennial Way, Suite 200
Lansing MI 48917
Fax: 517.327.0768



Mark & Kay Stebbins Scholarship Guidelines

Purpose and Intent

The Michigan School Business Officials offers a \$1,500 scholarship to active members. This scholarship program encourages and recognizes individuals currently employed in school business who are improving their technical skills and competencies by pursuing a degree.

Eligibility Requirements

To be eligible for the scholarship, you must:

- ✓ Be a member of MSBO for at least 36 consecutive months before January 31 of the year in which the application is made.
- ✓ Be employed on a full-time basis in a school business position for 36 consecutive months immediately prior to January 31 of the year in which the application is made.
- ✓ Be recommended for the scholarship by the chief school administrator or superintendent under whom the applicant has served for the preceding 12 months.



Wally Piper Scholarship Guidelines

Purpose and Intent

The Michigan School Business Officials offers a \$1,500 scholarship to active members. This scholarship program encourages and recognizes individuals currently employed in school business who are improving their technical skills and competencies by pursuing a graduate degree.

Eligibility Requirements

To be eligible for the scholarship, you must:

- ✓ Be a member of MSBO for at least 36 consecutive months before January 31 of the year in which the application is made.
- ✓ Be employed on a full-time basis in a school business position for 36 consecutive months immediately prior to January 31 of the year in which the application is made.
- ✓ Be recommended for the scholarship by the chief school administrator or superintendent under whom the applicant has served for the preceding 12 months.

Selection Process and Award

Financial information will be considered. Scholarship awards are determined by the MSBO Board of Directors. The scholarship must be used for tuition, fees, or books. Presentation of scholarship awards is at the MSBO Annual Conference.

Five attachments (See application) must be included with the application. College transcripts (from the college currently attending) can either be included or sent separately from the college. Awards may be based on need.

Application Deadline

To be considered for possible award at the next MSBO Annual Conference, you must apply by January 31, 2012.

Selection Process and Award

Scholarship awards are determined by the MSBO Board of Directors. The scholarship must be used for tuition, fees, or books. Presentation of scholarship awards is at the MSBO Annual Conference.

Five attachments (See application) must be included with the application. College transcripts (from the college currently attending) can either be included or sent separately from the college.

Application Deadline

To be considered for possible award at the next MSBO Annual Conference, you must apply by January 31, 2012.

Applications must be postmarked by Jan. 31, 2012.

Email to dhansen@msbo.org or mail or fax completed form and cover letter to:

MSBO Board of Directors
Deneen Hansen
1001 Centennial Way, Suite 200
Lansing MI 48917
Fax: 517.327.0768



Mark & Kay Stebbins/Wally Piper Scholarship Application

I am applying for the: Stebbins Scholarship Piper Scholarship

Applicant Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

Current Employer: _____

Work Address: _____

Current Position Title: _____

Date Started Current Position: _____ No. Years an MSBO Member: _____

Name and Title of Supervisor: _____

Important Note: *The following personal and financial data is considered and will remain confidential.*

Last Tax Year Filed: _____

No. of Dependents: _____ Adjusted Gross Household Income: \$ _____

Explain any employer tuition payment or reimbursement plans available to you:

Other pertinent financial data you wish to provide:

School Attending: _____

Signature of Applicant

Date

The following materials are required to be enclosed with this application:

Attachment 1: Statement of Professional Activities and Achievements–Describe your participation and achievements in school business activities in general, and with MSBO specifically. Please limit your response to a single typed or printed page.

Attachment 2: Statement of Professional Aims and Goals–Describe your long- and short-term career goals in school business. Please limit your response to a single typed or printed page.

Attachment 3: Statement of Anticipated Scholarship Use–Describe how this scholarship can assist you in realizing your career goals. Please limit your response to a single typed or printed page.

Attachment 4: Professional References–Provide names of five (5) references who can describe your professional activities. Please limit your response to a single typed or printed page.

Attachment 5: Letter of Recommendation (on district letterhead) from chief school administrator or superintendent.

A complete official college transcript is (check one): enclosed will arrive separately.