



Michigan School Business Officials

2023 School Business Official of the Year Award Guidelines & Application

Purpose & Intent:

This award honors an individual with innovative and unique accomplishments and contributions with **emphasis during the past two years.**

Selection Process:

Selection will be made by the MSBO Board of Directors. Nominations will be considered based on the criteria established in this document. The Board, at its discretion, can annually select one or more candidates, or no candidate, to receive the School Business Official of the Year (SBOY) Award.

Timeline:

- ✓ A completed application and required information must be emailed, faxed, or mailed by **January 31, 2023.**
- ✓ SBOY Award winner recognized at the MSBO Annual Conference

Eligibility Requirements:

- An applicant must be an MSBO member.
- An applicant must be a school business official for minimum of five years.
- An applicant must fulfill a position listed below
 - Assistant Superintendent, Finance/Administration
 - Accounting or Finance Director
 - Business Manager or Business Administrator
 - Superintendent
 - Director of Facilities, Transportation, Food Service, Technology, Human Resources
- Members serving on the MSBO Board of Directors are not eligible.

Nominator Contact Information: *(You may nominate yourself or another person)*

Nominator Name _____ Position/Title _____
School District/Company/Address _____
Phone _____ Fax _____
Email _____

Nominee Contact Information:

Nominee _____ Position/Title _____
School District/Address _____
Phone _____ Fax _____
Email _____



Documentation:

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MSBO School Business Official of the Year
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