

2026 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**, **2026**.
- ✓ 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	
Email	
Nominee Contact Information:	
Nominee	Position/Title
School District/Address	
Phone	



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Documentation:

ш	achievement. Please provide a narrative description of specific unique and innovative 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.
	Service: Please provide a brief summary of the nominee's service to their school district, ISD, PSA, and their community; to their peers and subordinates either through regional chapter service or other formal/informal arenas; and to their profession and school business management at the local, state and/or national level.

Professional Record: Please provide a brief personal biography to include professional credentials, continuing education, presentations made, article/papers published, and affiliations.
Letter of Recommendation 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 recommendation from vendors

Entries must be emailed, faxed, or mailed by January 31, 2026 to: Nancy Hawkins at nhawkins@msbo.org

(associate members) are discouraged.

MSBO School Business Official of the Year Attn: Nancy Hawkins 1001 Centennial Way, Suite 200 Lansing, MI 48917

Fax: 517.327.0768