

**NOMINATION OF SOUTH DAKOTA
OUTSTANDING SCHOOL BUSINESS OFFICIAL**

1. This award is designed to annually recognize a member of the South Dakota Business Officials, who, by his or her work, service and effort, has made an outstanding contribution to education in the state. It is our hope that this recognition will make the citizens of the state more aware of the contributions and dedication of business officials.
2. A candidate must have a total of seven (7) years of experience as a business official in South Dakota schools to qualify for nomination. Members currently serving as an officer or on the Board of Directors of SDASBO are not eligible for nomination.
3. Nominating forms are available from the President of SDASBO and Chairman of the Nominating Committee.
4. The required nomination form should cite the nominee's contributions to the fiscal management in the local school district and in the state, as well as any unique qualification or achievement that would justify the award. Nominations must be received by the President of SDASBO no later than **February 28, 2019**. Nominations will be considered for two years following their initial year of submission.
5. Three letters of reference may also be submitted as support for the candidate's nomination.
6. All nominations will be considered and reviewed by the Nominating Committee and the South Dakota Association of School Business Officials Board of Directors, who, at their option, may require an interview with the candidates. The Nominating Committee and Board of Directors will make the final selection.
7. The candidate selected to receive the Outstanding Business Official Award should be present at the Spring Conference of the Association for the award presentation unless some disabling situation or unusual circumstances prevents attendance.
8. The recipient of this award will become SDASBO's nominee for SASD's Outstanding School Business Official Award. The recipient's qualifications and information will be forwarded to the SASD Executive Director.

SEND FORM TO:

**Kathy Holter
SDASBO President
Platte-Geddes School District #11-5
P.O. Box 140
Platte, SD 57369**

Or Email: kathy.a.holter@k12.sd.us

- 3. List the nominee's involvement in various local and state professional organizations and activities the nominee has been involved with and provide a brief description as to how the nominee's involvement has benefited each.**

- 4. Provide a brief description of presentations made by the nominee on a local, state or national level.**

- 5. Indicate honors and awards that the nominee has previously received. (Local, State and National)**

- 6. Provide the committee with the personal qualifications that should be noted in reference to this nominee.**

- 7. Please offer additional information about the nominee, in areas not addressed above, that you feel will assist the committee with their decision.**