

2007

NEOPA Calendar of Events 2007

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**NEOPA AWARDS DIRECTOR
CALENDAR OF EVENTS**
Revised February 2007

JUNE

Transition Meeting:

Attend the transition meeting to receive the Awards Notebook from the previous year's director. Review the notebook for an overview of this position.

Create Committee:

Recruit fellow members to serve on this committee. It is recommended that you have 2-3 members besides yourself.

JULY/AUGUST

Articles for NEON:

Write an article for the NEON explaining what awards are given out and timelines for them. Include any necessary forms that will be needed for each award. Also, list your committee members in the article. **Deadline is usually early August.**

Write a short biography to be included in an issue of the NEON.

Executive Board Meeting:

Prepare and present a committee report. **This is held in August.**

Educational Office Professional of the Year:

Touch base with nominee/s for the Educational Professional of the Year to be sure Application Forms will be completed by the **August 31 deadline.**

With your committee, select a panel of three judges to review applications for this award. Send judges the criteria and guidelines as well as a letter explaining when they will receive the applications and when they are due back. If there is only one nominee, review the application with your committee members and with the NEOPA President. If the nominee meets the criteria, she will receive the award.

Upon receipt of the applications, forward them to the judges. Judging forms are due back by **September 15.** (This date is decided by you.) Once these are received and a winner is determined follow the guidelines listed under this award.

Plan a presentation ceremony to announce and recognize the winner at the Fall State Workshop general business meeting. Order a plaque, request a check, and contact the winner's family and local association President. (You may contact the nominator for help in contacting the family and co-workers of the recipient.)

Educational Administrator of the Year Award:

Send reminders to the NEOPA listserv for the Educational Administrator of the Year Award. Application materials are to be postmarked by August 31, 2007.

With your committee, select a panel of three judges to review applications for this award. Send judges the criteria and guidelines as well as a letter explaining when they will receive

the applications and when they are due back. If there is only one nominee, review the application with your committee members and with the NEOPA President. If the nominee meets the criteria, she/he will receive the award.

Upon receipt of the applications, forward them to the judges. Judging forms are due back by **September 15**. (This date is decided by you.) Once these are received and a winner is determined follow the guidelines listed under this award.

Plan a presentation ceremony to announce and recognize the winner at the Fall State Workshop general business meeting. Order a plaque, request a check, and contact the winner's family. (You may contact the nominator to help with contacting the family.)

SEPTEMBER

Educational Office Professional of the Year:

Order the plaque for the winner of this award. See sample in notebook. You need at least two to three weeks lead-time on the plaque. Submit reimbursement request for the \$100 check to be awarded to the winner of this award. Contact membership

Educational Administrator of the Year Award:

Order the plaque for the winner of this award. You need at least two to three weeks lead-time on the plaque. Submit reimbursement request for the \$100 check to be presented to the winner of this award.

OCTOBER

Executive Board Meeting:

Prepare and present a committee report.

Fall Workshop/General Business Meeting:

Announce and recognize the Educational Professional of the Year and the Administrator of the Year winners.

NOVEMBER

Article for NEON:

Submit an article for the NEON. Include the winners announced at Fall Workshop, the Nomination Form, and Criteria for the Awards.

Professional Growth Awards:

Contact the most recipients of these awards from the Spring conference, and remind them to use their awards prior to July 31 of the coming year. Include a list of upcoming conferences/workshops for which they can be reimbursed.

Educational Professional of the Year:

Give the winner the Application Forms for the Olive T. Ritchie Educational Office Professional of the Year Award. The NEOPA President should have received this with the Affiliation packet. **Applications are due March 15.**

Educational Administrator of the Year:

Give the winner the application forms for the NAEOP National Educational Administrator of the Year award. The NEOPA President should have received this with the Affiliation packet. **Applications are due March 15.**

DECEMBER

Happy Holidays! Take a break from this committee and enjoy the holidays!

JANUARY

Executive Board Retreat:

Prepare and present a committee report.

FEBRUARY

Article for NEON:

Prepare an article for the NEON – this is the issue that will be submitted for national competition. Include information about nominations for the NEOPA Educational Professional of the Year (**due May 1**), NEOPA Administrator of the Year (**due August 31**), and Professional Growth Awards that will be awarded at the Spring State Conference.

Educational Professional of the Year:

Touch base with the winner to see if they are on task to complete the National application. Begin work on your nominating form and letter. Request check for NAEOP application fee. **Nomination packets must be postmarked by March 15.**

Educational Administrator of the Year:

Touch base with the winner to see if they are on task to complete the National application. Begin work on your nominating form and letter. Request check for NAEOP application fee. **Nomination packets must be postmarked by March 15.**

MARCH

Educational Professional of the Year:

The NEOPA Educational Professional of the Year should submit her application for the Olive T. Ritchie Educational Office Professional of the Year. You must mail it by the **March 15 deadline.**

Educational Administrator of the Year:

The NEOPA Administrator of the Year should submit his/her application for the NAEOP National Educational Administrator of the Year. You must mail it by the **March 15 deadline.**

Louise Henderson Nelson Award:

This award is usually done by the Past President and must be submitted by the **March 15 deadline.**

MARCH/APRIL

Professional Growth Awards:

Touch base with the President-elect, who is in charge of membership, and let her know that you will need a list of all current members prior to the Spring State Conference. You will also need names of any additional members that join after you are given that list.

Use only those members names that are Active, Active Retired and Associate members for the drawing.

Immediately following the State Conference, send a letter of congratulations and an explanation of how to receive their award. (See guidelines under this award)

Executive Board Meeting:

Prepare and present a committee report.

Spring Conference/General Business Meeting:

Emphasize the **May 1 deadline** for nominations for Educational Professional of the Year and the **August 31 deadline** for the Administrator of the Year application materials.

Conduct drawing for the four professional growth awards. Send letters to recipients after the conference.

Final Report:

A final report is due to the President **by May 1**. It should include a summary of the year, committee expenses, summary of committee activities (meeting dates and members), and ideas/suggestions for the future.

MAY

Educational Professional of the Year:

May 1 is the deadline for nominations. As nominations are received for this award, send nominees a letter informing them they have been nominated for this prestigious award and enclose the application, guidelines and criteria for the award. Be sure to emphasize the **August 31 deadline** for their Application Forms to be submitted.

End of Year Responsibilities:

Organize and update the notebook for the next director. Be sure to update the Guidelines and the Calendar of Events. This needs to be completed **by the June Transition Meeting**.