

CHECK SHEET – AUXILIARY USE ONLY – DO NOT SUBMIT WITH ENTRY

ADMINISTRATOR OF THE YEAR

DUE JULY 1ST – SEND TO CONVENTION CHAIR

_____ Complete application.

_____ The nominated Administrator must have been with the institution in the capacity of administrator one year as of June 15th of the current year.

_____ May not be a previous winner of this award.

_____ Two (2) copies.

_____ Typed and Double spaced.

_____ 500 words or less.

_____ Completed application must be attached to each copy.

_____ Explain how your administrator relates with your auxiliary, giving instances of his/her support or particular project he/she has been instrumental in helping the auxiliary to initiate or bring to a successful conclusion.