

PASBO Awards of Achievement

The PASBO Awards of Achievement Program recognizes outstanding practices and ideas that result in significant contributions to school business management, promotes and enhances the overall operation of the school entity, is innovative and can be replicated by other local education agencies.

Your application must meet the following requirements to be eligible for consideration.

ELIGIBILITY

1. The PASBO Awards of Achievement Program is open to any active PASBO member.
2. Members serving on the PASBO Board of Directors are ineligible to apply.
3. Members serving on the PASBO Awards Committee shall be eligible to apply but must recuse themselves from any discussion or consideration of the award.
4. A PASBO member from a local education agency shall be eligible to apply regardless if another PASBO member from that local education agency is serving on the PASBO Board of Directors.
5. The application must be for a practice or idea that has been implemented within the last three years.
6. All entries must be submitted with an official PASBO Awards of Achievement application form. Entries must be postmarked to the PASBO office by November 30. Submissions may also be submitted electronically as a pdf to asmith@pasbo.org and must be received by November 30.

HOW TO APPLY

- **Step 1** - Complete the PASBO Awards of Achievement Application Form and attach it to the summary. Each application must have a concise, descriptive title that conveys the practice or idea.
- **Step 2** - Please respond to 1-4 below separately and limit each response to 200 – 300 words. The summary should be organized to include:

1. Description of idea/project.
2. How is this an innovative project or a best practice?
3. Cite measurable examples of the improvements, savings, benefits or efficiency achieved by the project/idea.
4. Is this project replicable by other local education agencies?

RECIPIENTS WILL RECEIVE:

1. Recognition in *PASBO Report* and at the PASBO Annual Conference.
2. A recognition plaque
3. Opportunity to display or present submission materials in a mini workshop.
4. There may be multiple Award of Achievement recipients in the discretion of the Awards Committee. The top winner will receive a \$3,000 scholarship sponsored by the PA Local Government Investment Trust (PLGIT).

NOTE: If a group submission is selected to receive a PASBO Award of Achievement, one plaque will be presented to the designated lead person; other individuals will receive a certificate.

DEADLINE

All entries must be postmarked to the PASBO office by November 30. Submissions may also be submitted electronically as a pdf to asmith@pasbo.org and must be received by November 30. Applications should be mailed to:

PASBO Awards of Achievement Program
Attn: TJ Smith
2608 Market Place
Harrisburg, PA 17110



PASBO Awards of Achievement

APPLICATION

Date practice or Idea was implemented (must be within the last three years): _____

Descriptive Title (not longer than 10 words): _____

Name of Applicant _____ Title _____

LEA/Employer _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____

E-mail _____

Enclosed is my application for a new practice or idea implemented within the last three years. I hereby certify that the information is true and correct, and I authorize release of this information to PASBO to publicize it in whatever way they consider appropriate.

Signature _____ Date _____

Mail application with your summary to:

**PASBO Awards of Achievement
2608 Market Place, Harrisburg, PA 17110-9358**

***Or email your application and submission in pdf format to:
asmith@pasbo.org***

Applications must be postmarked by November 30.

Certification	
The undersigned attest that the information included in this application and all submittals are true and accurate.	
Signature	Date
Chief School Administrator	
Signature	Date
Chief School Business Official	
Signature	Date
Individual Submitting the Application	

SIGNATURE PAGE: Please attach a signed copy of this page with your application.