

Awards, Scholarships and Recognition Policy and Procedure

The Colorado Association of School Business Officials (ColoradoASBO) currently provides the following Scholarships, Awards and Recognitions available to its membership:

I. Scholarships

Vendor sponsorships of ColoradoASBO provide funding for the scholarships. There are currently two scholarships presented each year.

Eligibility Requirements

1. Dependent of Active CASBO member.
2. Senior in a Colorado Private or Public School.
3. Active in School or Community.
4. Accepted at an Institution of Higher Learning with preference given to those within the State of Colorado.

General Information

1. Application deadline is established annually by the Board of Directors.
2. The Board of Directors must approve vendor sponsors.
3. The scholarships are presented at the spring Annual Conference.
4. Students do not have to be present to receive the scholarship.

Selection Procedure

To provide a fair and non-biased decision, the scholarship committee may select an organization or individual not affiliated with CASBO or its membership to select the scholarship winners. In the event there are only two applicants, the CASBO scholarship committee shall make the decision.

Responsibility

The responsibilities of the Scholarship Committee are as follows:

1. Printing scholarship application material and making it available to membership.
2. Receiving and reviewing all scholarship applications
3. Determining and recruiting an organization or individual to select the winners.
4. Notifying all scholarship applicants by mail as to the status of their application.

5. Inviting the scholarship winners and their parents to the spring Annual Conference scholarship presentation.
6. Contacting the vendor scholarship sponsors and facilitating the funding.
7. Making meal arrangements for scholarship winners and their parents.
8. Arranging for audio/visual requirements for the presentation.
9. Sending Thank-you letter to vendor sponsors on behalf of the CASBO. Board of Directors.
10. Solicit an article from past recipients for the ColoradoASBO Quarterly Newsletter.

II. Service to the Profession Award

Every year ColoradoASBO seeks outstanding school business officials to receive the **Service to the Profession Award**. The recognition includes an elegant engraved award and a cash gift to be determined by the board.

Nominations

Self-nominations and colleague nominations are accepted.

Selection Criteria

Candidates or nominators must complete the application form. An independent selection committee shall review all entries and select one award recipient. The following basic criteria will be used by the Selection Committee to make the selection.

1. Leadership in the School-The applicant has gone above and beyond the call of duty to improve the learning conditions for students in their school system.
2. Leadership in the Profession-The applicant has demonstrated commitment to improving the level of professional development opportunities for others and by motivating others to achieve.
3. Professional Development-The applicant has shown continuous interest in learning and in staying abreast of developments in the school business management field.

Eligibility and Rules

1. The award is open to all active ColoradoASBO members.
2. The applicant must have been a ColoradoASBO member for the last three years.
3. All entries must be made using the official ColoradoASBO application form.
4. The decision of the selection committee is final.
5. For the purpose of the award, a school business official is defined as a person with a school district and fulfills a position such as: business manager or business administrator; accounting or finance officer; assistant/associate superintendent; Director or supervisor of transportation, food service, facilities, information services, risk management, purchasing, human resources, etc.
6. Entire application must be post marked or emailed by the date determined by the ColoradoASBO board of directors.

Application Instructions

All information must be typed on the sheets and forms provided. Additional pages, other than two reference letters, cannot be accepted. Applications must be submitted in the following order:

1. Demographics information
2. Professional resume
3. Essay questions
4. Two references

Responsibility

The ColoradoASBO President will assign or perform the following duties related to the Service to the Profession Award:

1. Determine the independent selection committee.
2. Receive and review applications.
3. Provide printed application material and distribute it to the membership.
4. Notify the applicants regarding their status.
5. Work with the vendor sponsors regarding their needs and funding.
6. Work with the vendor sponsors about presentation for awards at the spring Annual Conference.
7. Send thank you letters to vendor Sponsors on behalf of the ColoradoASBO Board.
8. Update application material and keep CASBO Board updated as to needed changes

III: International Awards

ColoradoASBO encourages all members to apply for the Association of School Business Officials International (ASBO) award. Two current awards are the **ASBO International's Eagle Awards** and the **Pinnacle Award**. Colorado recipients will be presented the award at the ASBO Annual Conference and will be recognized at the ColoradoASBO spring Annual Conference Business Meeting.

Responsibility

The ColoradoASBO President will designate a Board member to provide information and applications to the membership for the Eagle Award and the Pinnacle Award.

IV. Board Recognitions

Board members and officers, on completion of the current term, will receive a plaque recognizing their time and service on the ColoradoASBO Board of Directors.

1. Plaques shall be presented to individuals prior to the election and installation of the new Board of Directors.
2. Plaques shall bear the following inscription:
 - ColoradoASBO logo
 - The inscription *The Colorado Association of School Business Officials presents this plaque to (name) for outstanding service as a member of the Board of Directors.*
 - Dates of service

Responsibility

The ColoradoASBO President is responsible to order and present plaques at the spring Annual Conference.

V: President Recognition

ColoradoASBO Presidents completing their term of office shall receive, in recognition of their leadership ability and commitment to ColoradoASBO, a Life Membership to ColoradoASBO and Honorary registration to the Annual Spring conference.

In addition, ColoradoASBO Presidents completing their term of office shall receive a plaque recognizing them for their service on the Board of Directors.

Responsibility

The ColoradoASBO Vice-president will order and present these awards to the President after the installation of new officers at the spring Annual Conference.

VI: Past-President Recognition

Past-presidents, upon completion of the term of office, will receive a plaque in recognition for their services.

Responsibility

The ColoradoASBO President will order and present this plaque to the out-going Past-president.