

## Administrator of the Year

*Without the support of administrators in our schools, districts, and at the state level, it would be impossible for an organization like FBLA to exist, let alone impact the hundreds and thousands of students we touch year in and year out. Administrators provide funding, permission, logistics, and support – most often behind the scenes and without any fanfare or acknowledgment. This recognition provides local chapters with the opportunity to identify and quantify the support they receive from special administrators and to say thank you.*

### Eligibility

Nominations may come from local chapter advisers, FBLA members, Professional Division Members, and alumni. When nomination forms are received in the state office, the nominees may be contacted by the state office for further information.

Nomination forms must be uploaded via the online submission process in PDF format no later than the close of business on the date given on the official Nevada FBLA-PBL calendar of events.

### Procedure

A selection committee will review information according to stated criteria, with emphasis being given to that administrator who:

- ▽ Has a deep commitment to FBLA and the members
- ▽ Is a current member of the FBLA-PBL Professional Division
- ▽ Actively promotes interaction of FBLA activities with all business teachers and throughout high school courses and departments.
- ▽ Supports business and career technical education through involvement and leadership in other activities.
- ▽ Serves as a role model, mentor, and champion of member and adviser success.
- ▽ Supports opportunities for members to participate in FBLA activities beyond the local level.

### State Awards

Based on the number of entries, Nevada FBLA will recognize the top administrator in each region and select one overall administrator to honor as the Nevada FBLA Administrator of the Year.



## Administrator of the Year Nomination Form

The award is designed to recognize the outstanding support of a school administrator to the local chapter adviser and members of FBLA. An administrator may be nominated by a student, educator, colleague or parent. Nevada FBLA will recognize the top administrator in each region and select one overall administrator to honor as the Nevada FBLA Administrator of the Year. The recipient will be awarded and recognized at the State Business Leadership Conference.

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

School Phone Number (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

Adviser Name: \_\_\_\_\_

Adviser Email Address: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Position in School/District: \_\_\_\_\_

Please provide a brief description of why your chosen administrator is deserving of this award. Be sure to include the following points:

1. How has this person supported your FBLA chapter in the past year?
2. How has this person supported and encouraged your adviser or members?
3. How does this person promote FBLA in your school and in the community?
4. What makes this administrator different from others in your school?

Please send in this application via the online submission tool in PDF format by the deadline in the SBLC registration packet with all the required materials.

- ▽ Letter of Recommendation from Adviser
- ▽ Letter of Recommendation from a member
- ▽ Letter of Recommendation from school administrator
- ▽ Application and Brief Description of Administrator's involvement