Association of School Business Officials International

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Eagle Awards
Application Checklist

Eagle Award Application Materials:

- ☐ **Eagle Award Application**

- ☐ **Professional Resume** which details, when applicable:
  - Involvement with ASBO International and affiliates, and other associations
  - Active participation on the local, regional, national, and international levels
  - Professional credentials, including degrees held and dates received
  - Demonstration of continuing education coursework
  - List of published projects
  - Presentations made within or outside the context of the applicant's employment

- ☐ **Short-Answer Questions** responding to each question in less than 500 words, using the third person:

  1. Provide a description of a specific achievement(s) that the candidate has been instrumental in making at the school district or professional level. The response should state how the achievement(s) has enhanced the effectiveness of a school district or the school business profession in addressing its educational mission.

  2. How does the candidate's position affect student achievement?

- ☐ **Biography** written as a 100-word narrative, providing additional personal information about the candidate that was not included in the other materials

- ☐ **One-Page Letter of Reference** from the applicant's supervisor addressing the candidate's character and professional ability. Please submit only one letter of reference. Should more than one Letter of Reference be received, ASBO will choose which one to send to the Selection Panel.

Deadline Date Submit your application materials by mail or electronically no later than June 1.

How to Submit Your Application

Scan: vboehringer@asbointl.org
Fax: 703.478.0205, ATTN: Vee Boehringer
Mail: ASBO International, Eagle Awards, 11401 North Shore Drive, Reston, VA 20190

Please do not send any additional materials with your application.

Professional Photo Eagle Award finalists are contacted to submit a professional, electronic photo for publication. It should be a high resolution photo, 300 dpi or higher, in an 8.5" x 11" format, taken against a plain, solid background.