



## **EAGLE AWARDS**

### **Frequently Asked Questions**

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#### **GENERAL INFORMATION**

##### **What is the Eagle Award?**

ASBO International's highest individual award, the Eagle Award recognizes school business officials who have exhibited a lifetime of outstanding and visionary leadership, have made exemplary contributions that benefit the professional community, have enhanced resources for the education of all students, and have played an active role with ASBO International at the national and state levels.

##### **Who is eligible to apply to the Eagle Award?**

- Applicants must be members of ASBO International and employed full-time as school business officials by a school district, university, or college.
- Current members of the ASBO International Board of Directors are ineligible.

##### **What is the difference between the Eagle Awards and the Pinnacle Awards?**

The Eagle Awards honor individuals for life-long achievement in their careers and dedication to the school business profession. This is ASBO International's highest individual award.

The Pinnacle Awards are presented for innovative, meaningful projects that have led to the improvement of the profession and the efficiency of school districts.

**May I apply for the Eagle Award more than once?**

Yes, if you have not been awarded the Distinguished Professional or International Eagle Award, you may apply as many times as you wish.

However, if you have already received the Distinguished Professional Eagle Award, you may apply again, but will be judged only for the International Eagle Award.

**How many applicants apply every year?**

Between 15 and 25 highly qualified ASBO members apply each year.

**AWARD CATEGORIES**

**What are the International Eagle Award and the Distinguished Eagle Awards benefits?**

	<b>International Eagle Award</b> (one recipient)	<b>Distinguished Eagle Award</b> (three recipients)
<b>The Scholarship</b>	\$5,000 scholarship to present to a high school senior	\$2,500 scholarship to present to a high school senior
<b>Eagle Institute</b> July leadership conference	An invitation to the Eagle Institute, all-expenses-paid	An invitation to the Eagle Institute, all-expenses-paid
<b>Eagle Award</b> presented at the ASBO Annual Meeting and Expo (AM&E)	An elegant crystal Eagle statue	A beautiful crystal Eagle award
<b>Eagle Award Pin</b> presented at the Eagle Award Reception at the AM&E	An Eagle Award pin	An Eagle Award pin
<b>Press Notification</b>	Media recognition through ASBO publications and local media	Media recognition through ASBO publications and local media

**APPLICATION PROCESS**

**May the application materials be submitted electronically?**

Applicants have the option of submitting their materials in two ways:

- Scan and email the submission to [vboehringer@asbointl.org](mailto:vboehringer@asbointl.org)
- Mail six sets of application materials. Please do not place the submissions in binders or send extra materials with the application.

### **What are the deadline date and mailing address for submitting the application materials?**

All application materials must be postmarked or emailed no later than June 1.

Mail the application materials to:

ASBO International  
ATTN: Eagle Awards  
11401 North Shore Drive  
Reston, VA 20190

Email the application materials to: [vboehringer@asbointl.org](mailto:vboehringer@asbointl.org)

### **Will ASBO notify candidates when the application materials are received?**

An email is sent to candidates when the materials are received. If you do not receive notification within a week of submittal, please contact Vee Boehringer, [vboehringer@asbointl.org](mailto:vboehringer@asbointl.org), 866.682.2729 x7069.

### **How do I nominate someone for the Eagle Award?**

Nominators often prefer to gather the application materials without involving the nominee. This is a gracious idea; however, we encourage nominators to work with the nominee in preparing the materials, as this generally strengthens the application.

### **What format is acceptable for the professional resume?**

The standard resume or curriculum vitae formats are best. The resume/CV must be one document that includes education, job experience, participation in professional organizations, awards and recognition, etc. Candidates may submit a separate list of publications and presentations. Here are some examples of what may be included in the resume:

- 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

### **Is it acceptable to submit more than one Letter of Reference?**

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.

### **Why is the 100-word Biography important?**

This is the opportunity for candidates to give the Selection Panel some additional insight into who they are: family, special interests, additional information that is not included in the resume or the short-answer questions.

**Should each of the required application materials be submitted on separate pages?**

Each application piece should be submitted as a separate piece, i.e., the Biography is one page; the short-answer questions another page, etc.

**May I send additional material with my application packet, such as books I have authored or literature about the school district?**

Please forward only required application materials; additional materials will not be sent to the Selection Panel.

**Does the application material need to be bound?**

Applications should not be bound or have a special cover sheet. Submit six individual packets, each including the required documents.

**SELECTION PROCESS**

**Who serves on the Eagle Award Selection Panel?**

An independent panel of judges evaluates the applications. The panelists are from education associations and educational publications. Neither ASBO staff nor ASBO members serve on the selection panel.

**What does the Selection Panel look for in an application?**

First Assessment

- Are the application materials well-written and of high-quality?
- Has the applicant submitted what was required, in the requested format?

Second Assessment

- As this is a life-time achievement award, how has the candidate professionally improved his or her career?
- What contribution has the candidate made to strengthen resources for the education of students?
- How involved has the candidate been with ASBO International? With the state affiliate? Other organizations?
- What differentiates this application from the others? What makes this candidate stand out?

**What are the steps in the selection process?**

First Step – Application Review

- The Selection Panel members are mailed the applications to review.
- The panelists meet to discuss the applications and choose the finalists.

Second Step – Finalist Interviews

- Each finalist meets with the Selection Panel for 30 minutes, answering four questions that are sent to them in advance.
- The International Eagle Award and the three Distinguished Eagle Award recipients are named a week after the interviews.

**Will all applicants be notified after the selection process?**

All candidates are notified of the panel's decisions.

## **FINALIST SELECTIONS**

**If I am selected as a finalist, will my expenses be paid to travel to Reston, VA, for the interview?**

Finalists are reimbursed for transportation, hotel, and miscellaneous travel and meal expenses. Finalists book their own transportation to Reston; ASBO makes the hotel reservation.

**What is the schedule for the finalists while in Reston?**

- On arrival day, finalists are invited to dinner with ASBO's Executive Director.
- The following morning, interviews begin at 9:00 a.m.; each candidate is allotted 30 min.
- Finalists are able to leave for home by 2:00 p.m.

**When will the award recipients be announced?**

Award recipients will be notified three days after the interviews.

**As a finalist, a professional photo is required (electronic file, high resolution, 300 dpi or higher, in an 8.5" x 11: format, taken against a plain, solid background). Why are the specifications so stringent?**

Recipient photos are used in a number of different places, e.g., publications, signage, newspapers. It is important that graphic designers can enlarge photos and that the backgrounds are similar.

## **AWARD RECIPIENTS**

**Who will be notified when I receive the award?**

Recipients complete a Media Announcement Form. The newspapers and individuals listed on this form will be notified. In addition, ASBO notifies your superintendent and ASBO affiliate executive directors and presidents.

**What type of media announcements are made?**

Your achievement will be published in ASBO's *School Business Affairs* magazine and *Accents Online*, ASBO's eNewsletter; on the ASBO website; and in the Eagle Award brochure. In addition, the Eagle Award video and signage at the ASBO International Annual Meeting & Expo (AM&E) will announce the award winners.

Two press releases are also written: a composite release that announces all the recipients and an individual press release for the recipients to disburse.

**Which activities at ASBO’s Annual Meeting & Expo (AM&E) must Eagle Award recipients attend?**

- Rehearsal for the Eagle Award Ceremony
- Eagle Award Ceremony
- Eagle Award Reception
- Eagle Award Dinner, hosted by AXA Equitable

**Are the travel and hotel expenses to attend the AM&E reimbursed by ASBO?**

Recipients are responsible for all their expenses to attend the AM&E.

**Are family members and colleagues able to attend the Eagle Award Ceremony, even if they are not ASBO International members?**

Award recipients provide a list of their guests to ASBO. Listed guests receive a day pass to attend the ceremony if they are not registered as an AM&E participant.

**How is the Eagle Award scholarship disbursed and may it be given to more than one person?**

Eagle Award winners provide the name of the scholarship recipient(s) or a scholarship foundation; a check is disbursed as requested.

Eagle Award recipients may divide the scholarship amount into smaller parts, e.g., the \$2,500 could be divided into two scholarships—in whatever way the award recipients believe it could most benefit graduating seniors.

**What expenses are covered for the Eagle Institute?**

The Eagle Institute is an all-expenses-paid summer leadership conference. The conference registration, transportation, hotel, and miscellaneous travel and meal expenses, are reimbursed.

**May an award recipient choose which summer to attend the Eagle Institute?**

The invitation to attend the Eagle Institute is only for the summer following the year the Eagle Award was received.

**Questions?**

Contact Vee Boehringer, Recognition Programs Manager, [vboehringer@asbointl.org](mailto:vboehringer@asbointl.org), 866.682.2729 x7069.