Association of School Business Officials International

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Pinnacle Awards
Application Checklist

Electronic Submission

If you are submitting your application materials electronically, please attach the following to your email to Patrick O'Connor (poconnor@asbointl.org), no later than June 1:

- ☐ **Pinnacle Award Application**

- ☐ **Project Summary** - The summary should be organized to include the following six sections, with headlines for each. Limit each section to 200-300 words or the entire document to 1,600-1,800 words. The summary may not identify the applicant, the school entity, or the geographic location of the applicant, or reference other materials.

  - Summary of the project/idea
  - How is this a new idea?
  - Why do you believe the project is innovative?
  - Is this project replicable by other school entities?
  - Cite measurable examples of the improvements/savings.
  - How does this project affect student achievement?

- ☐ **One-page Biography** providing additional personal information about the candidate that was not included in the other materials.

- ☐ **Professional Photo.** 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.

Mailing Your Materials

Rather than submitting your materials electronically, you may choose to mail them to ASBO, postmarked no later than June 1. Please forward the following materials:

- Application Form – one copy
- Biography – one copy
- Project Summary – six copies. Please do not place the summaries in binders or send extra materials with the application.
- Professional Photo - Photos may be emailed to poconnor@asbointl.org or sent on a CD or thumb drive.

Mail to: ASBO International
ATTN: Pinnacle Awards
11401 North Shore Drive
Reston, VA, 20190