

MAINE PRINCIPALS' ASSOCIATION
**** 2017 SECRETARY OF THE YEAR AWARD ****

Recognition of school secretaries who make outstanding contributions
and exceed expectations in service to their school.

NOMINATION FORM

NAME OF NOMINEE: _____

ADDRESS: _____

PHONE AND E-MAIL: _____

BUSINESS ADDRESS: _____

NOMINEE'S LOCAL NEWSPAPER: _____

REASONS FOR NOMINATION: Please attach one to two pages with the nominator's reasons for the nomination to include: the nominee's specific skills in areas of leadership, service, understanding, patience, and working beyond expectations. Use examples to explain how the nominee demonstrated his/her commitment to the school.

By signing this form, I attest that the nominee is aware of the nomination and has given permission for the nomination to go forward.

NOMINATOR'S SIGNATURE: _____ E-MAIL: _____

NOMINATOR'S NAME: _____ PHONE: _____

SCHOOL: _____ POSITION: _____

ADDRESS: _____

In order to nominate a secretary you must be a member of the MPA.

Presentation of this award will take place at the annual seminar for school secretaries and the annual MPA Awards Banquet. Recipients will receive a plaque, a free secretaries' seminar certificate, and media recognition.

The selection of the Secretary of the Year will be made by an MPA staff selection committee.

Nominees for this award who are not selected will remain in the pool of nominees for one additional year beyond the year of nomination.

PLEASE RETURN COMPLETED FORM AND ATTACHMENT BY JANUARY 16, 2016 TO:

MAINE PRINCIPALS' ASSOCIATION
50 INDUSTRIAL DRIVE - AUGUSTA, ME 04330
Fax: 622-1513 or E-mail: tmcnear@mpa.cc