



2021 Ohio Secretary of the Year Award Nomination Form

Sponsored by: The Ohio Association of Secondary School Administrators & Jostens

The administrator's secretary is an important part of every school system, and we would like to recognize one of those outstanding persons in Ohio. At the **November 4-5, 2021 OASSA Secretary Conference**, OASSA will honor the Ohio winner. The winner will attend the conference as a guest of OASSA. Also, the administrator who nominated the winner will be invited to a recognition ceremony as a guest. A three-person panel will review applications and choose the award winner. There will be no interviews.



If your secretary is deserving of this honor, nominate them for this recognition.

The criteria for the award are as follows:

- Nominee must have at least five years of service in a school or district office.
- Nominee must work in a school which serves any combination of grades 5-12.
- Nominator must be an active OASSA regular member and work directly with nominee.
- Nominator must attach three (3) letters of support to this signed nomination form:
 - ✓ One from a teacher
 - ✓ One from a student
 - ✓ One from a parent
- Nominator may submit up to, but no more than, three (3) single-sided pages answering questions 1-3. Each question must be answered.

Nomination entries **must be received by: October 8th, 2021.**

Email completed entries to Heather Powell at hpowell@oassa.org.

Entries received after the deadline will not be considered.

Nominee

Name _____ Number of students in school _____

School: _____ District: _____

School address: _____
Street City Zip

School phone(_____) _____ E-mail _____

Nominator

Name _____ Position _____

School name _____ # of secretaries in office _____

School phone(_____) _____ E-mail _____

