

# PASBO Awards of Achievement

The PASBO Awards of Achievement Program recognizes outstanding practices and ideas that result in significant contributions to school business management, promotes and enhances the overall operation of the school entity, is innovative and can be replicated by other local education agencies.

Your application must meet the following requirements to be eligible for consideration.

## ELIGIBILITY

1. The PASBO Awards of Achievement Program is open to any active PASBO member.
2. Members serving on the PASBO Board of Directors are ineligible to apply.
3. Members serving on the PASBO Awards Committee shall be eligible to apply but must recuse themselves from any discussion or consideration of the award.
4. A PASBO member from a local education agency shall be eligible to apply regardless if another PASBO member from that local education agency is serving on the PASBO Board of Directors.
5. The application must be for a practice or idea that has been implemented within the last three years.
6. All entries must be submitted with an official PASBO Awards of Achievement application form. Entries must be postmarked to the PASBO office by December 31. Submissions may also be submitted electronically as a pdf to [asmith@pasbo.org](mailto:asmith@pasbo.org) and must be received by December 31.

## HOW TO APPLY

- **Step 1** - Complete the PASBO Awards of Achievement Application Form and attach it to the summary. Each application must have a concise, descriptive title that conveys the practice or idea.
- **Step 2** - Please respond to 1-4 below separately and limit each response to 200 – 300 words. The summary should be organized to include:

1. Description of idea/project.
2. How is this an innovative project or a best practice?
3. Cite measurable examples of the improvements, savings, benefits or efficiency achieved by the project/idea.
4. Is this project replicable by other local education agencies?

## RECIPIENTS WILL RECEIVE:

1. Recognition in *PASBO Report* and at the PASBO Annual Conference.
2. A recognition plaque
3. Opportunity to display or present submission materials in a mini workshop.
4. There may be multiple Award of Achievement recipients in the discretion of the Awards Committee. The top winner will receive a \$3,000 scholarship sponsored by the PA Local Government Investment Trust (PLGIT).

**NOTE:** If a group submission is selected to receive a PASBO Award of Achievement, one plaque will be presented to the designated lead person; other individuals will receive a certificate.

## DEADLINE

All entries must be postmarked to the PASBO office by December 31. Submissions may also be submitted electronically as a pdf to [asmith@pasbo.org](mailto:asmith@pasbo.org) and must be received by December 31. Applications should be mailed to:

PASBO Awards of Achievement Program  
Attn: TJ Smith  
2608 Market Place  
Harrisburg, PA 17110



# PASBO Awards of Achievement

## APPLICATION

Date practice or Idea was implemented (must be within the last three years): \_\_\_\_\_

Descriptive Title (not longer than 10 words): \_\_\_\_\_

\_\_\_\_\_

Name of Applicant \_\_\_\_\_ Title \_\_\_\_\_

LEA/Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Enclosed is my application for a new practice or idea implemented within the last three years. I hereby certify that the information is true and correct, and I authorize release of this information to PASBO to publicize it in whatever way they consider appropriate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail application with your summary to:**

**PASBO Awards of Achievement  
2608 Market Place, Harrisburg, PA 17110-9358**

***Or email your application and submission in pdf format to:  
[asmith@pasbo.org](mailto:asmith@pasbo.org)***

**Applications must be postmarked by December 31.**