**Administrative Professional of the Year Award**

**Northeast District**

Nomination Form

 The Administrative Professional of the Year Award is to be presented annually, dependent upon the District Association budget, to a member of the Northeast Administrative Professionals Association as a means of recognizing nominee’s outstanding performance. It is presented by the North Carolina Cooperative Extension Administrative Professionals Association – Northeast District and is based on 1) participation in, 2) contributions to, and 3) cooperation with the Association. Any Extension personnel is eligible to nominate an Association member; however, the Nominee should be someone who has exhibited outstanding loyalty and dedication to the Association. The Nominee must be a paid member of the Association and have at least 5 years of Extension Service.

**Return completed form to Administrative Professional of the Year Award Committee Chairperson by March 1st.**

**Nomination Information**

Nominee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give a detailed statement below (using additional pages if needed) as to why you feel the member should be selected Northeast District Administrative Professional of the Year. (All nominations are kept confidential.)