

# 2024 Holly Jack Outstanding Service Award Nomination

The Illinois Association of School Boards invites you to nominate a local district administrative professional (e.g., superintendent's secretary, superintendent's administrative assistant, school board (recording) secretary) who does the work required of the school board secretary.

## Who Was Holly Jack?

Holly Jack was a long-time employee of the Association who served as an IASB Field Services administrative assistant. She was instrumental in promoting and developing the Administrative Professionals' Program offered at the Joint Annual Conference. The Holly Jack Outstanding Service Award was created in 2009 to memorialize her contributions and to recognize the extraordinary work and service provided by the administrative professionals who serve and assist their local boards of education. The award will be presented at the IASB/ASA/IASBO Joint Annual Conference in Chicago November 22-24, 2024.

## Eligibility

To be eligible for the award, an individual must:

- Be a current district employee through the date of this year's Joint Annual Conference.
- Have been employed in their current position for at least five years.
- Serve as an administrative professional.
- Provide support to the school board.

## How is the Holly Jack Outstanding Service Award selected?

A panel of impartial judges will select the winner. The criteria include the following characteristics:

- **Performance:** Performs "above and beyond" expectations, always going the extra mile to serve the district's educational staff, school board, community members, and students.
- **Initiative:** Demonstrates independent problem-solving ability.
- **Innovation:** Demonstrates imagination in the work environment.
- **Staff Development:** Strives to empower, embrace, and equip colleagues with the knowledge and resources to achieve their goals and reach their professional and personal potential.
- **Individual Professional Development:** Demonstrates a desire for continuous professional development, improvement, and excellence.
- **Passion:** Demonstrates a passion for public education.
- **Dedication:** Devotes time and energy to improving the quality of life for others in the educational community and the district's education quality.

## Deadlines

The nomination form and supporting documents must be submitted by September 15 at 5 p.m.

## Submission Includes

- Nomination Letter from the Superintendent or Board President
- Additional Letters of Support
  - o A Least One, Up to Five
  - o Letters Must be from the Current School Year
  - o Letters Must Include the Author's Name and Position
  - o Letters Must be Typed

Please contact [Katie Bulava](#) or (217) 528-9688 ext. 1127 with any questions or concerns.

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**Name of School District \***

**Who Is Completing this Form? \***

First Name

Last Name

**What is your position? \***

**Name of Nominee \***

First Name

Last Name

**Title of Nominee \***

**How many years has the nominee held their current position? \***

**Email Address of Nominee \***

**Telephone of Nominee**

**Name of Superintendent \***

**Superintendent's Email \***

**Name of Board President \***

**Board President's Email \***

**Address of School District \***

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

**School District Telephone \***



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### Additional Documentation and Letters

**Please attach your nomination letter. \***

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

**Please attach your letter of support. \***

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

A maximum of five letters of support may be submitted.

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[Choose File](#)

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A maximum of five letters of support may be submitted.

**Please attach any additional documentation.**

[Choose File](#)

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 Please review your application for completeness. You won't have an opportunity to edit after submitting. 

Thank you for applying. Please click "Submit" below to complete your application.