

Holly Jack Outstanding Service Award Submission Instructions and Guidelines

Please review these instructions before beginning your submission. To ensure a smooth process, have all required information prepared in advance.

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 supports and 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 the promotion and development of 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 support their local boards of education. The award will be presented at the IASB/IASA/IASBO Joint Annual Conference in Chicago November 20-22, 2026.

Eligibility

To be eligible for the award, an individual **must meet all of the following criteria:**

- 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 in a role that directly supports the Board of Education.
- Provide support to the school board.
- The district Superintendent or Board President must submit the application.

How is the Holly Jack Outstanding Service Award selected?

A panel of impartial reviewers will select the recipient. Selection 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.

Submission Must Include:

- Nomination Letter from the Superintendent or Board President
- One Letter of Support (up to five may be submitted):
 - Letters must be from the current school year
 - Letters must include the author's name and position
 - Letters must be typed

Important Dates and Deadlines

September 15 – Submission deadline.

October 8 – All applicants will be notified by email of the final decision, whether selected or not.

October 15 – IASB will announce the 2026 Holly Jack Award winner on October 15.

Application Questions

Submitter Information

1. Name of School District
2. Name of individual completing the form
3. What is the current position of the individual completing the form?

Nominee Information

1. First Name of Nominee
2. Last Name of Nominee
3. Current Position/Title of Nominee
4. How many years has the nominee been in their current position?
5. Nominee Email Address
6. Nominee Phone

District Information

7. Superintendent's Name
8. Superintendent's Email
9. Board President's Name

Documentation and Letters

10. Letter of Nomination (required)
11. One Letter of Support (required) – up to four additional letters may be submitted