

International Association of
Administrative Professionals®
Ak-Sar-Ben Chapter

2010 ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) Application

Recognizing outstanding service in the administrative profession through business, education and community involvement.

Qualifying Criteria for Applicant Eligibility:

- Applicants must be at least twenty-one-years of age.
- Must be a legal United States resident living within a 50 mile radius of the Omaha, Nebraska Greater Metropolitan area.
- Currently employed as a full-time administrative professional[®]. (Individuals who are self-employed or those providing secretarial support services or operating virtual assistant home offices are not eligible for this award recognition.)
- Full-time students are ineligible unless currently employed full-time as stipulated above.

Preparation of the Application:

Read the instructions carefully and submit completed application, including additional documentation, according to the attached **SAMPLE APPLICATION**. **NOTE:** *Application should be **typed** using one side of paper only.*

Attach Necessary Information:

1. Complete Applicant Information and Score Sheet
 - Home and business addresses, telephone numbers (fax numbers if available) and e-mail address. Indicate **preferred contact** phone number, e-mail and mailing address information by marking each with an *asterisk.
 - Applicant Score Sheet must be **signed**.
2. Executive Letter
3. Professional Organization Form(s) - One for each organization
4. Biographical Statement
5. Additional supporting documentation and other verifiable information requested where indicated on application. Items may include:
 - Resume
 - Certificate(s) of Diploma
 - Proof of Certification(s)
 - Presentation or Public Speaking information
 - Volunteer Opportunity Information
 - CEU or Recertification Certificates

Provide detailed information for each section. (There is no limit regarding the number of pages that can be submitted with each application.)

Mailing Instructions

Mail completed application and attachments to:

Cheselle Taber
J. D. Heiskell
20010 Manderson Street Ste. A
Elkhorn NE 68022

Applications **must** be received, by U.S. Postal mail at the above noted address by **no later than 5:00 PM** on February 26, 2010. The decision of the APY Committee will be final. All applications become the property of the APY Committee.

* 'Administrative Professionals' comprise a wide array of job titles that include, *but are not limited to:* Receptionists; Switchboard Operators; Customer Service Representatives; General Filing Clerks; Office Support Specialists; Education/Training Assistants; Event Planners; Data Entry and/or Document Imaging Specialists; Human Resources Generalists; Information Services Specialists; Medical Assistants; Office Managers; Para-Legals and Administrative, Executive and Personal Assistants and Secretaries; *etc.*

**ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) APPLICATION
APPLICANT INFORMATION AND SCORE SHEET**

CERTIFICATION & RECERTIFICATIONS	Points Possible	Score
<i>Attach a copy of 'Proof of Certification(s); or provide information regarding the proctor name, testing location, city, state and the month / year certified.</i>		
CPS: Year Certified _____ Recertification: Year _____	1 Point	
CAP: Year Certified _____ Recertification: Year _____	2 Points	
I hold both the CPS <i>and</i> Certified Administrative Professional (CAP) certification ratings	2 Points	
I have recertified as CPS and/or CAP.	1 Point	
Additional/Other Professional Certifications (<i>i.e.</i> Microsoft Office Specialist (MOS) or Certified Event Planner (CEP)): _____: Year Certified _____ _____: Year Certified _____	1 Point per certification	
Total CEUs / Recertification Points earned in past five years. <i>Attach copies of CEU or Recertification Point certificates; or provide an information list including the Program Title/dates, Presenter/Speaker Names, and event location (city, state & venue) as written documentation for each CEU or Recertification Point earned.</i>	.1 CEU/event; 10 contact hours = 1 CEU. 1 Point/CEU	
Part B		
EXECUTIVE LETTER	Points Possible	Score
Attach formal executive recommendation letter; typed on company letterhead. Should be signed and dated by applicant's direct report, manager or supervisor. Provide a business card if available.	1 Point	
Part C		
PROFESSIONAL ASSOCIATIONS / ORGANIZATIONS	Points Possible	Score
<i>Attach completed Professional Organization Form Part C for <u>each</u> eligible organization; signed and dated by chapter president, club officer or other designated representative (<i>i.e.</i> membership chair.)</i>	1 Point per Organization	
Local Chapter/Club Level Elected Offices Designated Representative Committee Chair	1 Point per term served	
Division / District, Regional or International Level Elected Offices Designated Representative Committee Chair	2 Points per term served	
OTHER LEADERSHIP OPPORTUNITIES	Points Possible	Score
Formal program presentation or public speaking opportunities <i>Provide the date, location (city, state & venue), and the event title or program topic for each eligible speaking engagement. Indicate the name of the group or organization and the approximate audience size.</i> Eligible presentations are not less than 40 minutes in duration, should be informational and professional in nature and must have been given within the last three years.	1 Point for each formal program presentation or public speaking event.	

**ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) APPLICATION
APPLICANT INFORMATION AND SCORE SHEET**

Part D		
COMMUNITY SERVICE & VOLUNTEER ACTIVITIES	Points Possible	Score
<p>Eligible community service activities, charitable contributions and other volunteer opportunities must have been made within the past committee fiscal year (March 1, 2008 – February 28, 2010.) <i>Final determinations will be made by the APY Committee.</i></p> <p>(1) Point will be given for every time participated in a community service activity. (1) Point will be given for a donation of money or time to any charitable event or <i>organization</i>. (1) Point will be given for providing volunteer contributions or other outreach opportunities.</p> <p><i>Provide written documentation for each volunteer opportunity including the event name and location (city, state); charitable organization or community service program; the overall duration of each activity and the specific nature regarding your contribution.</i></p>	1 Point Per event	
Part E		
BIOGRAPHICAL STATEMENT	Points Possible	Score
<p>Attach an abbreviated biography or short personal sketch should accompany the completed application; <i>please limit this information to 150 words or fewer.</i></p>	1 Point	
SCORE SHEET TOTAL		
<i>Points verified by APY Committee Member</i>		

“I certify that the information contained in the attached application is true and correct to the best of my knowledge and belief.”

/s/ _____
Applicant Signature

Date

† Submitted applications, including any attached documentation, become property of The Administrative Professional of the Year (APY) Award Committee (acting as a sub-committee on behalf of the Administrative Professional’s Day (APD) Committee.) The APD/APY committee reserves and requests the right to verify any and/or all information provided; submitted or attached as part of this signed application.

**ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) APPLICATION
PROFESSIONAL ORGANIZATION FORM
PART C**

Applicant Name: _____ Member #: _____

Professional Organization: _____

Chapter/Club Name: _____ ID # _____

(To be completed by applicant's Professional Organization Chapter/Club President or designee.)

	<u>Points</u>
LEADERSHIP	
How many committees has applicant served on in the past 5 years? (Name the committee and allow 1 point per committee, up to 10 points)	_____
How many committees has applicant chaired in the past 5 years? (Name the committee and allow 1 point per committee, up to 10 points)	_____
How many club/chapter meetings has applicant attended in the past two years? (1) Point will be given per each meeting attended within the past two years (up to 20 points.) <i>This information can be obtained from current treasurer and/or membership Chairman.</i>	_____
Has the applicant recruited any new members in the past 5 years? (1) Point will be given for each new member (up to 10 points)	_____
COMMUNITY SERVICE	
Does the applicant participate in the organization's community service activities? (Holiday party event, volunteer service events)	_____
	TOTAL POINTS

Please print the following information:

Prepared by: _____

Title: _____

Date: _____

Exhibit A

ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) AWARD

Matilda Jackson CPS/CAP

BUSINESS EXPERIENCE

June 1987 to present Talbot Manufacturing Systems, Hartford, Connecticut
Executive Secretary to Joseph H. Merrow, Senior Vice President

Talbot Manufacturing Systems is a diversified manufacturing company supplying machinery to aerospace, farming, automotive, and the computer industries. Company has ten domestic and four foreign manufacturing facilities. Total employment is 10,500, with 1,435 being office and administrative personnel. The Hartford location is a manufacturing unit and corporate headquarters as well. Total employment in Hartford is 1,700, with 295 being office and administrative. Mr. Talbot heads up corporate sales and marketing.

Duties include dictation; filing; travel arrangements; collecting data and maintaining files on national and international trade shows, budgets, projected shipments for various units and correlating into corporate package; arranging for semi-annual sales and marketing meeting; maintaining files on future planning of two- to five-year goals nationwide and international; filing on marketable product trends and future products; supervising one stenographer; preparing and transmitting correspondence on own initiative; coordinating and assisting in employer's activities.

May 1980 to June 1987 Talbot Manufacturing Systems, *Special Machinery Division* Buffalo, New York Secretary to Howard R. Smith, Sales Manager

Duties included dictation; filing, travel arrangements; preparing order/ shipment reports on weekly, monthly, quarterly, and annual basis; maintaining file on direct sales and distributor sales agreements; handling all details in setting up quarterly sales meetings/seminars; supervising two word processing persons in preparation of proposals, correspondence; handling routine correspondence; keeping appointment log and expense statements for Smith. Promoted and transferred as Executive Secretary to Merrow at corporate headquarters in Hartford.

CERTIFICATIONS

CPS – Certified 1985
CAP – Certified 2001

EDUCATION

Bright Star Community College 1987 - 1989
Successfully completed two years of various Business Administration courses

PROFESSIONAL ORGANIZATIONS / VOLUNTEER ACTIVITIES

IAAP April 1979 – Current Membership # _____
President, Major Chapter, 1989/90; Vice President, Major Chapter, 1988/89;
Vice President, Ocean Chapter, 1987/88; Treasurer, Ocean Chapter, 1986/87;
Ways & Means Committee Chair, Ocean Chapter, 1985/86

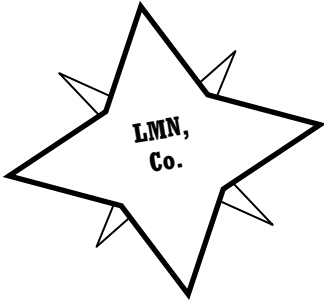
Toastmasters Club April 2001 – Current Membership # _____
President, XYZ Club, 2005/06; Vice President, XYZ Club, 2004/05; RST Committee Co-Chair, 2001/02.

See attached Professional Organizational Forms

OTHER PROFESSIONAL

Speaking Engagements: March 29, 1991--Luncheon Meeting of Rotary--150 in attendance--subject: IAAP and the Professional Secretary (Hartford CT); April 23, 1990--Business Students of Morrison High School--77 in attendance--subject preparation for the business career through FSA, IAAP, and CPS (Morrison CT)

EXECUTIVE NOMINATION LETTER
PART B



March 3, 2010

LMN Company
123 Anywhere Street
Someplace, USA 54321

Administrative Professional of the Year Committee:

It is my pleasure to nominate Matilda Jackson CPS/CAP for the 2007 Administrative Professional of the Year award.

Matilda has been invaluable to me as my assistant for the last seven years. Her knowledge of the current software products used in our office has made her a valuable resource to the other staff members. She is always willing to share her knowledge and never tires of answering questions.

Matilda has a professional demeanor that immediately puts all visitors to our office at ease. She greets each guest with a handshake and a smile.

She brought forth several new ideas for cost savings to the company including streamlining our expense reporting procedure. Matilda has great project management skills that she uses daily.

Matilda has served on the community activities of our company for the last 3 years. She was instrumental in recruiting seven new members for her IAAP chapter and has personally taken an interest in their personal and professional growth within the association.

I believe that Matilda is, and will continue to be, the Administrative Professional of the Year.

Sincerely,

Joe R. Smith
President, LMN Company

Matilda Jackson CPS/CAP

Biographical Information

I am the mother of five boys, ages 18 to 2 years. I am committed to the Parent Teacher Organization (PTO) for the grade school that my younger sons attend, and I am a loyal booster for my son's high school baseball team. I can often be seen cheering as my oldest son leads the high school conference in RBI's on his team.

On alternate weekends, I serve as a volunteer for our Neighborhood Watch Citizen Patrol; and I participate in many of the fundraising walks offered in the community.

I also enjoy quiet time at home working in my flower garden, reading, and catching up on the day-to-day activities of my family.