ASBO INTERNATIONAL
PINNACLE AWARDS

Frequently Asked Questions

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GENERAL INFORMATION

What is the Pinnacle Award?

The Association of School Business International's (ASBO) Pinnacle Awards promote and recognize outstanding practices and new ideas that result in significant contributions to school entities and the profession of school business management.

Successful applications have come from the fields of accounting, budgeting, nutrition, risk management, resource allocation, safety, transportation, technology, and other fields of school business management.

Who is eligible to apply to the Pinnacle Award?

- Applicants must be employed full-time as school business officials by a school district, university, or college.
- The applicant must be:
  - A member of ASBO International and/or
  - A member of an ASBO state affiliate.
- If the submission is a team effort, only the person applying for the award will be recognized as a potential recipient.
- Only one person from a school entity is eligible to receive a Pinnacle Award each year.
- Current members of the ASBO International Board of Directors are ineligible.

What is the difference between the Pinnacle Awards and the Eagle Awards?

The Pinnacle Awards are presented for innovative, meaningful projects that have lead to the improvement of the profession and the efficiency of school districts.

The Eagle Awards honor individuals for life-long achievement in their careers and dedication to the school business profession. This is ASBO International's highest individual award.

May I apply for the Pinnacle Award more than once?

Yes, you may apply as many times as you wish.

How many applicants apply every year?

Between 15 and 25 exemplary applications are received each year.

AWARD CATEGORIES

What are the Pinnacle of Excellence and the Pinnacle of Achievement Awards benefits?

	Pinnacle of Excellence (one recipient)	**Pinnacle of Achievement Award** (three recipients)
The Pinnacle Award	A check for $5,000	A check for $1,000
Virco furniture	Place an order of Virco furniture for the school entity--a $5,000 value	n/a
Trip to ASBO's Annual Meeting & Expo (AM&E)	All-expenses-paid trip for the recipient and a guest to ASBO's Annual Meeting & Expo (AM&E)	n/a
Pinnacle Award Statue	A crystal Pinnacle Award presented at the AM&E	A crystal Pinnacle Award presented at the AM&E
Press Notification	Media recognition through ASBO publications and local media	Media recognition through ASBO publications and local media

APPLICATION PROCESS

What are the deadline date and mailing address for submitting the application materials?

All application materials must be postmarked or emailed no later than June 1. Mail the application materials to:

ASBO International
ATTN: Pinnacle Awards
11401 North Shore Drive
Reston, VA 20190

May I submit the application materials electronically?

Applicants have the option of submitting their materials in two ways:

- Scan and email the submission to vboehringer@asbointl.org
- Mail six sets of application materials. Please do not place the submissions in binders or send extra materials with the application.

Will ASBO notify me when the application materials are received?

An email is sent to candidates when the materials are received. If you do not receive notification within a week of submittal, please contact Vee Boehringer, vboehringer@asbointl.org, 703.708.7069.

How do I nominate someone for the Pinnacle Award?

Nominators often prefer to gather the application materials without involving the nominee. This is a gracious idea; however, we encourage nominators to work with the nominee in preparing the materials, as this generally strengthens the application.

What format is acceptable for the professional resume?

Standard resume or curriculum vitae formats are best. The resume/CV must be one document that includes education, job experience, participation in professional organizations, and awards/recognition. Candidates may submit a separate list of publications and presentations.

Is it acceptable to submit more than one Letter of Reference?

Submit only one Letter of Reference. Should more than one Letter of Reference be received, ASBO will choose which one to send to the Selection Panel.

Why is the one-page Biography important?

This is the opportunity for candidates to give the Selection Panel some additional insight into who they are: family, special interests, additional information that is not included in the resume.

Should each of the required application materials be submitted on separate pages?

Each application piece should be submitted as a separate piece, i.e., the Biography is one page; the short-answer questions another page, etc.

May I send additional materials with my application packet, such as books that I have authored or literature about the school district?

Please only forward required application materials; additional materials will not be sent to the Selection Panel.

Does the application material need to be bound?

Applications should not be bound or have a special cover sheet. Submit six individual packets, each including the required documents, or submit the application materials via email.

SELECTION PROCESS

Who serves on the Pinnacle Award Selection Panel?

An independent panel of judges evaluates the applications. The panelists are from education associations and educational publications. Neither ASBO staff nor ASBO members serve on the selection panel.

What does the Selection Panel look for in an application?

First Assessment

- Are the application materials well-written and of high quality?
- Has the applicant submitted what was required, in the requested format?

Second Assessment

- Is this an innovative idea that could be easily replicated by another school entity?
- Can measurable results be demonstrated in improvements and/or savings to the school entity?
- What differentiates this application from the others? What makes this project stand out?
- Is this a new project? Why has it not been done before?

What are the steps in the selection process?

- The Selection Panel members are mailed the applications to review.
- The panelists meet to discuss each of the applications and choose the recipients.

Will all applicants be notified after the selection process?

All candidates are notified of the panel's decisions.

AWARD RECIPIENTS

How are the recipients notified?

Award recipients are notified by phone and in writing. If the candidate was nominated, the nominator is notified in writing.

Who will be notified when I receive the award?

Recipients complete a Media Announcement Form. The newspapers and individuals listed on this form will be notified. In addition, ASBO notifies ASBO affiliate executive directors and presidents.

What type of media announcements are made?

Your achievement will be published in ASBO's *School Business Affairs* magazine and *Accents Online,* ASBO's eNewsletter; on the ASBO website; and in the Pinnacle Award brochure. In addition, the Pinnacle Award video and signage at the ASBO International Annual Meeting & Expo (AM&E) will announce the award winners.

Two press releases are also written: a composite release that announces all the recipients and an individual press release for the recipients to disburse.

Which activities at ASBO's Annual Meeting & Expo (AM&E) must Pinnacle Award recipients attend?

- Rehearsal for the Pinnacle Award Ceremony
- Pinnacle Award Ceremony
- Pinnacle Award Dinner, hosted by Virco

Are family members and colleagues able to attend the Pinnacle Award Ceremony, even if they are not ASBO International members?

Award recipients provide a list of their guests to ASBO. Listed guests receive a day pass to attend the ceremony if they are not registered as an AM&E participant.

How are the Pinnacle Award checks disbursed?

Pinnacle Award winners receive their award checks at the Pinnacle Award Dinner at the AM&E.

Questions?

Contact Vee Boehringer, Recognition Programs Manager, vboehringer@asbointl.org, 703.708.7069.