



2012 Administrative Recognition Award

Purpose: To recognize the invaluable work performed by chapter administrative personnel to keep the chapter running smoothly. These individuals are typically responsible for keeping membership and financial records, making arrangements for visiting professorships, and for the annual banquet.

Eligibility: A staff member who provides administrative support for a chapter.

The award: A framed certificate of recognition from Alpha Omega Alpha and \$100 (for at least three years of service) or \$250 (for at least 10 years or service). A recipient of this award may receive another award of this kind after three subsequent years of service.

Dates: Any time.

Requirements: Nomination from the chapter councilor noting the range of activities and length of service of the nominee in the form below. Allow at least three weeks to receive the certificate and check (four weeks if nominated after March 15). If expedited shipping time is needed, provide a Federal Express account number.

How to: The Chapter Councilor must submit the nomination using the online form at http://www.alphaomegaalpha.org/administrative_recognition.html.

Send questions to: Judy Yee at j.yee@alphaomegaalpha.org or call (650) 329-0291