

# ALPHA OMEGA ALPHA 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 making plans for the annual banquet.

**Eligibility:** Provides administrative support for a chapter.

**The award:** A framed certificate of recognition from Alpha Omega Alpha and a gift certificate for \$100 to \$250, depending on length of service.

**Dates:** Any time.

**Requirements:** A letter of nomination from the chapter councilor noting the range of activities and length of service of the nominee, and the completed form below.

**Send nomination to:** Ann Hill  
Alpha Omega Alpha  
525 Middlefield Road, Suite 130  
Menlo Park, California 94025

**More information:** Contact Ann Hill, (650) 329-0291, a.hill@alphaomegaalpha.org.

Name of nominee: \_\_\_\_\_ Years of service: \_\_\_\_\_

School name: \_\_\_\_\_

Description of activities for AQA: \_\_\_\_\_

\_\_\_\_\_

Name of councilor: \_\_\_\_\_

Choice of gift certificate (circle one):

Amazon

Home Depot

Macy's

Borders

Lands' End

Target

Coldwater Creek

L.L. Bean

Other—tell us what you think the nominee would like:

\_\_\_\_\_