



2010 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: 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 3 years of service) or \$250 (for at least 10 years or 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. (Please allow three weeks turn-around time to receive the framed certificate and check, or provide a Federal Express account number for expedited delivery.)

All fields are required:

| | | | | | |
|--|--|------------------|--|-------------|--|
| Name of nominee | | Years of service | | Date needed | |
| School name | | | | | |
| Description of activities for ΑΩΑ – You may be generous with your praise. | | | | | |
| Councilor Name | | Phone | | | |
| Councilor’s E-mail | | | | | |
| Shipping Address | | | | | |

Send inquiries to:

Judy Yee at j.yee@alphaomegaalpha.org
 Phone: (650) 329-0291 • Fax: (650) 329-1618

www.alphaomegaalpha.org/administrative_recognition.html