



# 2018 AΩA Administrative Recognition Award

**Purpose:** To recognize the invaluable work performed by Chapter administrative personnel.

**Eligibility:** Any staff member who has provided administrative support for a Chapter for at least three years.

**The Award:** A \$500 cash award and a framed certificate of recognition from Alpha Omega Alpha. After three subsequent years of continued service, a recipient becomes eligible to receive this award again.

**Dates:** Any time during the academic year. **No nominations accepted in July.**

**Requirements:** The Chapter Councilor must use the online form to submit a nomination noting the range of activities and length of service of the nominee along with a headshot of the recipient (file size >1 MB). The nominating Councilor must be an active member of AΩA. The recipient must submit a completed W-9 form.

**How to:** The Chapter Councilor **must** submit the nomination using the online form at: [alphaomegalpha.org/administrative\\_recognition.html](http://alphaomegalpha.org/administrative_recognition.html).

Send questions to: **Jean Holzward at [adminaward@alphaomegalpha.org](mailto:adminaward@alphaomegalpha.org)**

Last modified: 9-15-17