



# Ohio Educational Library Media Association (OELMA) Awards Program:

## Administrator-of-the-Year Award

### PURPOSE

The Administrator-of-the-Year Award recognizes an Ohio school administrator, who has made significant contributions to the planning, implementation, and/or support of school library programs, resulting in improved program quality and increased student learning.

### THE AWARD

The Administrator-of-the-Year Award recipient receives a commemorative plaque. The Award honoree will be recognized during OELMA's Awards Luncheon at Annual Conference. The Award recipient's name will be posted on the Scholarship & Awards section of OELMA's Web page and announced via OELMA's E-mail list.

### SELECTION PROCEDURE

OELMA's Scholarship & Awards Committee is charged with reviewing applications for all Association awards. The Scholarship and Awards Committee is comprised of a representative from each OELMA Region, the Immediate Past President, and the Scholarship and Awards Chair, who is appointed by the President. Although this Committee makes award recommendations, OELMA's Board of Directors makes the final decision at the May Board meeting.

### SELECTION CRITERIA

Administrator-of-the-Year Award recipient will be selected from nominees who meet the following criteria:

- Nomination by an OELMA member;
- Employed as an Ohio school administrator -- district superintendent, district assistant superintendent, district director, district coordinator, or building principal -- or School Board Member (Library/media supervisors are not eligible for this award.);
- Evidence of contributions to -- and support of -- school library programs, resulting in improved program quality and increased student learning.

### APPLICATION PROCEDURE

Application packets should include the following materials:

- Completed OELMA Scholarship & Awards Program Application Form ;
- Written permission from nominee to be considered for Administrator-of-the-Year Award;
- Nomination letter, which explains how the nominee meets award selection criteria;
- Career-related details (e.g. resume), including the following: current and previous professional positions; education; professional organizations and offices held; outstanding achievements; honors and awards; and
- At least one – and no more than three – letters of support providing specific evidence of the nominee's contributions to -- and support of -- school library programs.

**All application materials must be submitted to the OELMA Office in a single packet. The following three submission methods may be used:**

- **Hand-deliver the Awards submission materials to the OELMA Office by 5 p.m. April 15;**
- **Mail the Awards submission materials, which must be postmarked by 5 p.m. April 15; or**
- **E-mail the Awards submission materials to [kate@assnoffices.com](mailto:kate@assnoffices.com) by 5 p.m. April 15.**  
**Submission materials MUST be attached to the email as a single .pdf file.**

**Late materials will not be accepted.**

**Send completed application materials to: OELMA Office, c/o Scholarships & Awards Committee, 17 South High Street, Suite 200, Columbus, OH 43215 E-mail: [Kate@assnoffices.com](mailto:Kate@assnoffices.com)**