



# Secretary of the Year Nomination Form

The nominee must have **at least 3 years of service** in a school or system office.

The nomination form must detail how the nominee supports the vision, mission, goals and beliefs of the school system; promotes goodwill among fellow co-workers through a positive attitude, provides excellent customer service, exhibits excellent work ethic by being punctual in attendance and adhering to scheduled work hours, performs assigned work duties in an exemplary manner, and participates in professional learning to improve knowledge and skills.

Nominee must be a school or school system secretary and be under your DIRECT supervision. Award recipients recognized within the last two years are not eligible.

Make plans to send your nominee to the CLAS Secretaries Conference in Orange Beach on December 2-3, 2025.

Please nominate **ONLY** those under your direct supervision.

## Supervisor's Contact Information

Supervisor Name:

Supervisor School System:

Supervisor School:

Supervisor Phone:

Supervisor Email:

## Nominee Information

Nominee Name:

Nominee School System:

Nominee School:

Nominee Phone:

Nominee Email:

**Nominations must be submitted online at**  
**[clasleaders.org/soynomination](https://clasleaders.org/soynomination)**

**Number of Years Experience in a School or System Office:**

**Number of Students in Building:**

**Number of Employees in Building:**

**Description of Nominee's Secretarial Duties (200 word max):**

**Describe ways the nominee demonstrates interest in developing skills necessary to provide optimal service as a school/system secretary. Provide specific examples. (150 word max)**

**Using specific examples, describe how the nominee demonstrates the following:**

- **Commitment and dependability to the school and/or community (150 word max)**
- **Patience and a positive attitude (150 word max)**
- **Problem-solving/initiative (150 word max)**
- **Excellent communication skills (150 word max)**

**Explain why the nominee should be selected as CLAS Secretary of the Year. Include ways in which the nominee excels above and beyond the basic responsibilities of the job (200 word max):**

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