



Official Application for KASBO Recognition Program

To recognize the attainment of professional credentials and experience, Kansas Association of School Business Officials (KASBO) has created a Professional Recognition Program. Please review the Description and details for the criteria for this program at http://www.kasbo.org/kasbo_professional_recogni.htm

DEMOGRAPHIC SECTION (Please provide your preferred contact information)

Name _____ Phone _____ W H
Address _____ W H City _____
State _____ Zip _____ Email _____ W H
District or Service Center _____
Immediate Supervisor _____ Title _____
What is your exact title? _____
How long have you been employed in this position? _____
How many people do you directly supervise? _____
Years of formal education _____ Highest degree awarded _____
Name of awarding institution _____ Year awarded _____

APPLICATION TYPE (Please check one)

Initial Application

- Three (3) points within the prior year must be identified on the Professional Points Log to meet this criterion. All points must have been earned during the period from March 1 – February 28 of the current year of application. The initial application when approved is for a five (5) year period.

For Renewal, please provide: Recognition No. _____ Recognition Date _____

- Twelve (12) points must be identified on the Professional Points Log to meet this criterion. All points must have been earned during the last five (5) years. A year by this definition is from March 1 – February 28. Renewal applications when approved are for a five (5) year period.

PROFESSIONAL POINTS LOG

1. Program participation in workshops and annual conventions – (Maximum 2 points per year)

- For verification, please provide a copy of the workshop or convention brochure, agenda, etc., that identifies you as the presenter

a. Instructor/Presenter on any KASBO program – (½ point per session)

Presentation Topic _____	Date _____
Presentation Topic _____	Date _____
Presentation Topic _____	Date _____
Presentation Topic _____	Date _____

b. Instructor/Presenter on any ASBO International education program – (1 point per session)

Presentation Topic _____	Date _____
Presentation Topic _____	Date _____

c. Instructor in courses related to school business administration – (1 point per course)

Course Name _____	College/University _____	Date _____
Course Name _____	College/University _____	Date _____
Course Name _____	College/University _____	Date _____

d. Presentations regarding school business issues to organizations other than the above (including ASBO affiliates) – (½ point per presentation)

Org Name _____	Topic _____	Date _____
Org Name _____	Topic _____	Date _____
Org Name _____	Topic _____	Date _____
Org Name _____	Topic _____	Date _____

(**Total Points Section 1:**

2. Education Programs and Courses – (Maximum 2 points per year)

- For verification, please provide your certificate of attendance or copy of transcript.

a. Attendance at an ASBO International Annual Conference – (½ point per course)

- Write in applicable year(s)

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b. Attendance at an KASBO Annual Conference – (½ point per year)

- Write in applicable year(s)

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c. Participation in a KASBO Workshop(s) (½ point per workshop)

- Write in Winter/Fall and applicable year (Ex. Fall/2004)

d. Successful completion of an accredited college or university course when related to school business management subjects – (½ point per credit)

_____	Date _____
_____	Date _____
_____	Date _____

e. Successful completion of a non-credit workshop or continuing education course directly related to school business management – (½ point per workshop)

_____	Date _____
_____	Date _____
_____	Date _____

⌋ **Total Points Section 2:**

3. Published Articles and other Literary Contributions to school business administration

– (Maximum 1 point per year)

Articles published which cover a business-related topic and are distributed outside your own school district

– (1 point per article)

Title _____	Publication _____	Date _____
Title _____	Publication _____	Date _____
Title _____	Publication _____	Date _____

⌋ **Total Points Section 3:**

4. Service to Professional Organizations – (Maximum 3 points per year)

Year(s) as a KASBO elected official / director – Write in applicable year(s) (1 point per year)

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Year(s) as a ASBO International elected official / director – Write in applicable year(s) (1 point per year)

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Year(s) serving on one of the KASBO standing committees – Write in applicable year(s)

Professional Development or Convention Committee (1 point per year) all other committees (1/2 point per year)

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⌋ **Total Points Section 4:**

5. Other activities as approved by Registration Committee upon petition of the individual

– (Maximum 1 point per year)

_____	Date _____
_____	Date _____
_____	Date _____

⌋ **Total Points Section 5:**

⌋ **TOTAL ACCUMULATED POINTS**

CERTIFICATION

This is to certify that I, the undersigned, have complied with all the requirements for the KASBO Recognition Program, and am, through proper documentation, submitting the required evidence with this application. In addition, I have demonstrated high standards of ethics, service, management and professional responsibilities, and have made and/or will continue to make contributions to this profession and to the Kansas Association of School Business Officials.

I hereby make application for the designation of Kansas School Business Official (KSBO), and certify that the information provided in this application is true and correct to the best of my knowledge.

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Signature of Applicant

Date

FINAL CHECKOUT

Please make sure all of the following documents have been completed and are enclosed with your application.

- Completed Application Form (*including completed Professional Points Log & Employment History Verification*)
- Copies of Education degrees and/or CPA certificate
- Organizational chart reflecting areas of supervision and job description or current position
- Registration Fee of \$25 made payable to KASBO

If you are renewing you need only to include the following:

- Recognition Number and date of last award
- Completed Professional Points Log
- Renewal Fee of \$25 made payable to KASBO

Submit your completed application and supportive documentation to:

KASBO Professional Development Committee
% Karen Schadel
RR 1, Box 17
Alexander, KS 67513-9402

**All Applications must be received by March 1 of the year
Recognition is being Requested**