Administrator of the Year Award Guidelines

Online submission is required at vaasl.org/administrator-of-the-year-award. File submission includes uploading a completed copy of the application and supporting documents. Applicants submitting the nomination must be current VAASL members.

Submission Deadline: April 30th, 11:59 PM

What is the Administrator of the Year Award?

An award given to an administrator of a school, group of schools, or institution of higher education for supporting the development of an exemplary school library program and for making an outstanding and sustained contribution to advancing the role of the school library program as an agency for the improvement of education.

Application Components

Librarian Information

- Librarian Name
- Email

Administrator Information

- Administrator Name
- School Division
- School Name

Letter of Nomination

A letter of nomination from a VAASL member containing a statement of the nominee's contribution toward furthering the role of the library program as well as brief biographical information of the nominee

Two Letters of Support

Include letters from two additional persons who work with or for the nominee.

Format Required

Download the Administrator of the Year Award Application. Use the framework for completing the application. Upload final copies as a PDF file. The application and supporting documents should be uploaded as one file. These can be exported as a PDF from most word processing, presentation, or scanning software.