

**Administrative Professional of the Year Award**

**Guidelines and Entry Form**

In recognizing the importance and value of administrative professionals, the City of McAllen will be presenting the annual Administrative Professional of the Year Award at the 2023 Administrative Professionals Day Luncheon and Fashion Show. The winner receives a plaque and recognition during the event on **Wednesday, April 26, 2023**. Nominees and persons making the nominations must be present to win.

Individuals are nominated by their colleagues for their outstanding service, superior performance, integrity, and an excellent attitude. The nominee should demonstrate dedication to their company and fellow employees and a willingness to make a positive impact in his/her environment.

Those eligible for nomination must be current, full-time administrative support staff that have been in his/her position for at least one year.

The recipient of this award will be an individual who:

* Demonstrates pride in his/her job
* Exhibits excellent job performance
* Performs actions above and beyond the call of duty
* Displays company involvement

**PLEASE RETURN NOMINATION FORMS NO LATER THAN Friday, April 17th, 2023**

**For more event information OR**

**to purchase your tickets please email** **cmonroy@mcallen.net**

**or call 956.681.3882**

***Please note, Early Bird Rate is applicable prior to Monday, April 13th.***

**BOSSES…
*Nominate your Administrative Professionals for Admin of the Year Award by Tuesday, April 14th!***



REQUIRED INFORMATION

**2023 McAllen Convention Center**

**Administrative Professional**

**of the Year Award**

**Nomination Form**

***Nominee full name, Title***

***Nominator Full name, Title Business Name & Address***

 ***Daytime Phone E-mail***

**Please be as detailed and specific as possible.**

1. **How does this person INSPIRE within your company?**

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1. **Describe why this person is deserving of this award:**

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1. **Describe how the Nominee has demonstrated:**

***A commitment to the profession and/or the community:***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Dependability:***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Pride in his/her job:***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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*Please send your nomination form by one of the following ways:*

*Mail: The McAllen Convention Center 700 Convention Center Blvd. McAllen, TX 78501*

*Fax: 956.681.3840 Email to*adminday@mcallen.net *Or for further information please call 956.681.3800*

**MCALLEN CONVENTION CENTER CONTACT INFORMATION**

INFORMATION ABOUT THE NOMINEE