



## **2020 Administrative Professional Nomination Application**

### **NOMINATION PROCEDURES AND RULES**

- Complete the nomination form. You may choose to attach the form as the cover page to accompany letters of explanation and/or recommendation or supporting documents.
- All nominations must be submitted in a sealed envelope marked with the award name (example – Administrative Professional Nomination).
- All nominations must be postmarked or delivered to a Chamber employee at the Chamber office by the deadline date and time.
- All nominations will be kept confidential.
- The contact person listed on the nomination form will be notified if their nominee is chosen by the selection committee.

**RETURN THE COMPLETED NOMINATION FORM BY 5:00 P.M. ON AUGUST 13, 2020,  
IN A SEALED ENVELOPE BY CERTIFIED MAIL WITH SIGNATURES REQUIRED OR  
HAND DELIVER TO:**

**ATTENTION: Administrative Professional Nomination  
Kinston-Lenoir County Chamber of Commerce  
301 N. Queen Street  
PO Box 157  
Kinston, NC 28502-0157**

**NOMINEE:**

Name:	_____	Title or Position:	_____
Organization:	_____	Work Phone:	_____
Cell Phone:	_____	Email Address:	_____

**NOMINATOR:**

Name:	_____	Title:	_____
Organization:	_____	Work Phone:	_____
Email Address:	_____		

*Please complete the following information. Use additional paper if needed.*

Describe or list the unique qualities that you feel are important to your administrative professional's performance.

Has your administrative professional been involved in self-improvement or educational programs? If so, in what way?

Describe your administrative professional's community service, professional organizations, and church or civic activities.

Why should your administrative professional be chosen Kinston-Lenoir County Chamber of Commerce Administrative Professional?