

# NORTH DAKOTA ASSOCIATION OF SCHOOL BUSINESS MANAGERS ACTIVITY RECORD

Please record the points you have earned through June 30<sup>th</sup> for the activities listed.

**Please Note:** if you have previously submitted a form, you need only send an update of points earned since your last submission. Points should be earned prior to July of the current year. After completing the form, have your Board President sign it and return it by September 16<sup>th</sup> to:

DAWN HAUCK  
RUGBY PUBLIC SCHOOL DISTRICT #5  
1123 S MAIN AVE  
RUGBY, ND 58368

phone: 701-776-5201  
dawn.hauck@k12.nd.us

**POINT SYSTEM:**    **100 points = Bronze Medallion Award Certificate**  
                           **200 points = Silver Medallion Award Certificate**  
                           **300 points = Gold Medallion Award Certificate**  
                           **400 points = Platinum Award Certificate**  
                           **500 points = Diamond Award Certificate**

ACTIVITY DESCRIPTION:	POINTS	DATE	POINTS
1. Each year employed as Business Manager	6	_____	_____
2. Each year employed as Asst. Business Manager	3	_____	_____
3. Each year Regional Spring Workshop or NDASBO Conf. attended	5	_____	_____
4. Each year NDSBA/NDASBM Convention attended	6	_____	_____
5. Each year Phase I, II, III, IV of Beginning BM Course attended (Offered prior to 2008)	4	_____	_____
6. Each accounting or new software training (Max. 20 points)	5	_____	_____
7. Each Power School Training attended	2	_____	_____
8. Each NDSBA Negotiations Seminar attended	4	_____	_____
9. Each NDSBA Summer Seminar attended	4	_____	_____
10. Each NDSBA Non-Renewal Seminar attended	2	_____	_____
11. Each School Law Seminar attended	2	_____	_____
12. Each time you testified at a Legislative Hearing (Max. 15 pts.)	5	_____	_____

13. Each time you attended a Legislative Hearing (Max. 5 pts.)	1	_____	_____
14. Each year served on the NDASBM Board of Directors	3	_____	_____
15. Each year served as a NDASBM Officer	5	_____	_____
16. Each year as a resource person/secretary for local negotiations	2	_____	_____
17. Each Human Resources Seminar attended	2	_____	_____
18. Membership in a local or national HR Organization	2	_____	_____
19. Each related college/Business Certification Program Course (excluding those seminars listed above) taken as a Business Manager	1	_____	_____
20. Completion of ND School Business Certification Program	5	_____	_____
21. Re-certification of ND School Business Manager Certification	3	_____	_____
	<b>Total points this submission</b>	_____	_____
	<b>Cumulative Points</b>	_____	_____

**Awards Received:** \_\_\_\_\_ **Bronze** \_\_\_\_\_ **Silver** \_\_\_\_\_ **Gold** \_\_\_\_\_ **Platinum** \_\_\_\_\_ **Diamond**

**QUARTER CENTURY SERVICE AWARD (25 years as a business manager)**

Total years served in capacity as Business Manager ..... \_\_\_\_\_ years

\_\_\_\_\_  
School District

\_\_\_\_\_  
Region

\_\_\_\_\_  
Business Manager – Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board President – Print Name

\_\_\_\_\_  
Official District Newspaper

\_\_\_\_\_  
School Board President – Signature

\_\_\_\_\_  
Newspaper Address

\_\_\_\_\_  
Newspaper Email