



Official Application Form

SCHOOL BUSINESS ADMINISTRATOR
 SOUTHEASTERN ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
 P O Box 524, Clinton, MS 39060
 sasbo.org@gmail.com 601-941-5747

NAME _____ TITLE _____

ORGANIZATION _____

ADDRESS _____ CITY/STATE/ZIP _____

WORK PHONE _____ CELL PHONE _____

MEMBER OF SASBO? Yes No
 (Applicants must have been a member of SASBO for at least 3 calendar years prior to the date of application in order to apply.)

NAME & EMAIL ADDRESS OF SUPERINTENDENT _____
 (Complete if you would like an announcement sent)

NAME & EMAIL ADDRESS OF NEWSPAPER _____
 (Complete if you would like a press release sent)

POINTS FOR OBTAINING THE SBA CERTIFICATION:

Categories	Pre-Assigned Values	Points Earned (Indicate Total)	Documentation Provided (Official Use Only)
<ul style="list-style-type: none"> Credentials (Cumulative) 			
Doctorate (School Business Related Field)	100 points		
MBA, MPA, JD, CPA (each)	75 points		
Other Graduate Degree	50 points		
Undergraduate Degree	25 points		
Associate Degree, Business College; or Vo-Tech Diploma	15 points		
<ul style="list-style-type: none"> Experience (Points Per Year) 			
Chief Finance Officer (CFO or Director reporting to Superintendent)	10 points		
Division Head (e.g., Assistant CFO or Supervisor)	7 points		

Categories	Pre-Assigned Values	Points Earned (Indicate Total)	Documentation Provided (Check as Appropriate)
<ul style="list-style-type: none"> Professional Involvement (Per Achievement, Cumulative) 			
National Officer (1 time)	50 points		
National Representative (1 time)	35 points		
National Committee Member (1 time)	25 points		
Regional Officer or Representative (10 points per year, maximum 50 points)	10 points		
Regional Committee Member (not concurrent with officer role) (5 points per committee, maximum 15 points)	5 points		
State Officer (10 points per office, maximum 50 points).	10 points		
State Committee Member (not concurrent with officer role) in same organization (5 per committee, maximum 15 points)	5 points		
<ul style="list-style-type: none"> Professional Development (Per Achievement, Cumulative) 			
State, Regional or National Conference or Webinar Presenter (10 points per session, maximum 50 points)	10 points		
SASBO Leadership Summit Attendee (10 points per conference, maximum 50 points)	10 points		
Total points earned:			

STATEMENT OF APPLICANT

I hereby certify that my answers to all questions on this application are true and correct. I agree to comply with the compliance guidelines set forth in this application form and requirements established by the School Business Administrator Certification Program. I understand that failure to comply with the guidelines may result in revocation of the SBA designation and certificate.

Signature of Applicant _____

Date _____

Applications with all supporting documentation must be submitted via email to sasbo.org@gmail.com.
Email confirmation of receipt with an invoice will be sent.

Deadline for application and \$50 fee is December 15.