



## New Jersey School Buildings and Grounds Association

### *Certified Educational Facilities Managers*

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[www.njsbga.org](http://www.njsbga.org)

# 2025-2026 Educational Facilities Manager of the Year Award Application

#### **NJSBGA**

PO Box 376

Newton, NJ 07860

(973)-383-6466

Email: [CEFM@facilitymanager025@gmail.com](mailto:CEFM@facilitymanager025@gmail.com)

Website: [www.njsbga.org](http://www.njsbga.org)

**Purpose:** The primary focus of the **Educational Facilities Manager of the Year Award** is the recognition of management and leadership in the field of school buildings and grounds. The **Educational Facilities Manager of the Year Award** seeks to inspire dedication and excellence in school facilities management by recognizing innovation, outstanding service, and best practices.

**Eligibility:** To be nominated persons must be a NJSBGA member in good standing, hold an **active** CEFM Certificate from the NJDOE (**a copy of your CEFM certificate required with entry**). Their primary district role responsibility is the management and supervision of school buildings and grounds.

Career Length: **Candidates must have a minimum of 2 years of qualifying experience**

District: Candidates must be employed by a school and/or district recognized by the New Jersey Department of Education with a position in the field of buildings and grounds.

Scope: Candidates must possess leadership skills and make significant contributions in the facilities management field and/or grounds

(Members of the EFMYA Committee are not eligible to be nominated during the time they serve on the committee)

**Nomination Process:** Any School District Administrator or NJSBGA Member in good standing may nominate an eligible candidate. Self nominations will not be accepted. Nominations are encouraged through NJSBGA Chapters and member school districts in New Jersey. Submittals should include a nomination form. A narrative and supporting documentation that clearly addresses the eligibility requirements and candidate's professional work is encouraged.

- **All finalists will be recognized and expected to attend as part of the awards ceremony at the 2026 Expo.**

**Deadline: February 15, 2026**

**Award Criteria:**

1. CEFM certificate, BA/Supt. Letter 15 points
2. References 10 points
3. Essay 25 points
4. Top 2/3 scorers will have a ZOOM meeting with committee to determine a winner.

**Supporting Documentation (Required):**

1. Valid CEFM certificate
2. Letter from Business Administrator or Superintendent
3. 400-600 word essay describing your district and responsibilities, your Chapter and level of involvement and how the NJSBGA has helped you in your profession.
4. 2 peers from NJSBGA as references.
5. Attendance at EXPO

**Optional Materials (Recommended):**

Additional current information will be accepted to further strengthen and show evidence of a candidate (additional letters of recommendation, photos, awards, publicity, newsletters, etc.).

**\*\*Please do not include copies of CEU certificates.**

## 2025-2026 NJSBGA Educational Facilities Manager of the Year Award

**Selection:** The **Educational Facilities Manager of the Year Award** winner will be selected by the Awards Committee based on point criteria and an interview.

- The winner will be announced prior to the awards banquet so if able, they can be in attendance to receive their award.
- We will need some info and photos of the winner and examples of work they have done so they can be recognized at the banquet ceremony.

**Presentation:** The **Educational Facilities Manager of the Year Award** will be presented at the March 2026 NJSBGA Conference and Expo in Atlantic City. The recipient will receive a \$500 honorarium and a custom engraved crystal award.

Scan in this form with supporting documentation, and email to [facilitymanager025@gmail.com](mailto:facilitymanager025@gmail.com) by **February 15 2026**, **\*\*No need to send hard copies of documents**

Respectfully Submitted By:

Name	_____
Title	_____
School District	_____
Address	_____
Phone	_____
Cell Phone	_____
Email	_____