

INSTRUCTIONS

Application (may be copied but not altered in any way)

- Read all of the directions before filling out the 2009-2010 application form
- Must be printed or typed and be attached to the nomination packet.
- Must be signed by the local unit president submitting the application and the principal nominee.
- Give the completed application to someone else to read for clarity and typos.
- Read entire completed application carefully before submitting
- Submit the Diana Moates Richardson Outstanding Principal Nomination Packet to the Indiana State PTA Office, 2525 N. Shadeland Ave., D-4, Indianapolis, IN 46219
- Must be postmarked or hand delivered by February 1, 2010. No faxes will be accepted.
- Nomination packets that are not complete will NOT receive consideration.

Eligibility

- Each local PTA/PTSA unit in good standing may nominate one individual.
- Nominee must be currently employed as a principal of any preschool through senior high school.
- Nominee must fit the above definition of a principal.
- Nominee must be a current member of the Indiana PTA (member of the nominating unit or some other unit) and a member of his/her state association or another association pertaining to his/her profession.
- Current members of the Indiana State PTA Board of Managers are not eligible for nomination.
- Principals previously nominated may be nominated again.

Technical Requirements of Nomination Application

- Nomination packet must include a completed 2009-2010 application.
- Nomination packet must be typed.
- Staple all pages (including application page). No binders, no covers and no colored paper.
- Number and answer each selection criteria item in the order presented.
- Use 1" margins on all sides.
- Type should be 12 point/pitch (typewriter/word processor).
- Nominee's name must be typed at the top of each page.
- Use 1 sheet of 8 ½" x 11" plain paper per section, single-sided, and double-spaced.
- Include Principal's responses to question 7 on school letterhead, single-sided, double-spaced and must not exceed two pages.
- Must be signed by the nominated principal
- Supplementary materials (OPTIONAL) – use both sides of two 8 ½" x 11" sheets of paper. DO NOT include scrapbooks or booklets. Materials will not be returned. Make a copy of the completed nomination packet for your records.

AWARD CHECKLIST

The following is a checklist of requirements for an application to qualify for consideration of the Indiana Diana Moates Richardson Outstanding Principal Award. No consideration will be given to Application Packets that do not include ALL of the requirements.

REMEMBER TO:

YES

NO

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| _____ | _____ | include the nominee's signature on the application. |
| _____ | _____ | include the nominating PTA/PTSA president's signature on the application. |
| _____ | _____ | include nominee's name on each sheet submitted. |
| _____ | _____ | respond to each question numbering them in the order that they were presented. |
| _____ | _____ | use no more than 1 sheet of 8 ½" X 11" white sheet for each question with at least 1 inch margins on all sides, single-sided and double-spaced. (Check your computer default margin settings) |
| _____ | _____ | include nominee's response to question # 7 on school letterhead, single-sided and double spaced. (Must be prepared and signed by the nominee) |
| _____ | _____ | Submit all pages staple together |
| _____ | _____ | use the official 2009-2010 application form. |
| _____ | _____ | make a copy of the application for your records. |
| _____ | _____ | mail or hand deliver the application to the Indiana PTA State Office, 2525 N. Shadeland Ave., D-4, Indianapolis, IN 46219 on or before February 1, 2010. |