

# Indiana PTA Outstanding Volunteer Award Instruction Sheet 2009-2010

To: Unit Presidents  
From: Indiana PTA Awards Committee

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

- Read all of the directions before beginning
- Must be submitted on the 2009-2010 application form
- Must be printed or typed and attached to nomination packet
- Give the completed application to another person to read for clarity and errors
- Read the entire completed application for clarity and errors before submitting
- Indiana PTA Board Members are not eligible to be nominated
- **Submit the Outstanding Volunteer Nomination Packet to the Indiana PTA Office, 2525 N. Shadeland Ave., D-4, Indianapolis, IN 46219-1787**
- Must be postmarked or hand delivered by **February 1, 2010. No faxes will be accepted**
- **Nominations packets that are not complete will NOT receive consideration**

## Eligibility

- Each PTA/PTSA member of a unit in good standing may nominate one individual
- Nominee must have proof of current PTA/PTSA member status
- Current members of the Indiana PTA Board of Managers are not eligible for nomination

## Technical Requirements of Nomination Application

- Nomination packet must include a completed 2009-2010 application
- Nomination packet must be typed
- Staple all pages (including this page). **No binders, no covers and no colored paper**
- 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 1/2" x 11" plain paper, double-spaced
- Include a 4x6 photograph of the nominee
- **Make a copy of the completed nomination packet for your records**

**INDIANA PTA OUTSTANDING VOLUNTEER AWARD  
APPLICATION FORM  
2009 - 2010**

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Nominee's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Nominee's Local Unit Affiliation \_\_\_\_\_

Nominator's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Local Unit Affiliation

**SELECTION CRITERIA**

Submit a one page description of why your chosen nominee should be considered Indiana PTA's Outstanding Volunteer. This essay should include all aspects of their PTA involvement as well as proof of membership. This document must be one-sided, double spaced with 1" margins on all sides and 12' font.