



Award Application for Outstanding Administrator

Nominees must:

- currently be working in Indiana
- show outstanding achievement/support in the total music education program at level for which he/she is responsible
- promote good relationships with music faculty
- support and/or contribute by participation in community cultural events

Nominee Information:

Name: _____

Position: _____

Address: _____

City: _____ Zip: _____

e-mail (if known): _____

Telephone number: _____

Place of employment: _____

Nominator Information:

Name: _____

Address: _____

City: _____ Zip: _____

e-mail: _____

Telephone number: _____

- **Please complete part I of the nomination procedure**
- **Please include a list of all other music teachers and contact information (including e-mail) for each music teacher that is served by this administrator as a part of the nomination. Nominations that do not include this additional information will not be considered.**

Nomination Procedure:

Part I: A strong application typically includes letters of recommendation from other music teachers, colleagues and students/parents which should address the nominee's significant professional achievements and career contributions, ways the nominee demonstrates excellence as an administrator and the nominee's interest and involvement in the total music education program.

Consider the following guidelines when writing or gathering nominations:

1. Attempt to keep the letter to one page in length.
2. Describe the nature of the relationship to the nominee (former student, colleague, etc.)
3. When describing strengths of the individual, support them with specific examples/episodes of how they were demonstrated.
4. Factual information is preferred to subjective judgments. If an opinion is expressed, identify it as an opinion, explaining the circumstances upon which you base the opinion.

Part II: IMEA will solicit a resume from the nominee or a family member as Part II of the nomination procedure. Candidates selected for the award will be recognized at the General Session of the IMEA convention.

To nominate, send information and application by October 1st to:

Betty Martens
2297 W. 600 N.
Rochester, IN 46975
betty.martens@zebras.net