

Guidelines for submitting nominations for the IPTA:

2019 Tom Horn Memorial Award

The Tom Horn Memorial Award is presented annually to an Iowa Pupil Transportation Association member serving in the capacity of school transportation director, supervisor or administrator and who, in the eyes of his or her peers, has exhibited exemplary leadership skills and service to Iowa's pupil transportation program, school district and community.

The recipient of this award will be announced and honored with the Tom Horn Memorial Award plaque during the IPTA's Annual School Transportation Conference in July and the name of the recipient will be added to the official Tom Horn Memorial Award plaque on display at the IPTA office in Des Moines.

Guidelines for Nomination:

Nominees must:

- be a current member of IPTA in good standing.
- have been a continuous member of IPTA for the past three (3) membership years.
- have a minimum of five (5) years experience in pupil transportation or a related field.
- must be in an administrative, managerial or supervisory capacity and be actively engaged in the daily operations of a pupil transportation program.
- have attended three (3) or more annual school transportation conferences or IPTA sponsored continuing education events within the past five (5) years.
- be actively engaged in school and/or community service activities.
- be an advocate for safe and efficient pupil transportation programs and services.

Nomination requirements:

- Nominations must be co-authored by two unrelated nominators.
- Nominations must be submitted on the official forms, "**Part A-Nomination Form**" and "**Part B-Service Description and Qualification.**"
- Nomination Forms must be postmarked or Fax-stamped no later than June 10th.
- Only mailed or faxed Nomination Forms (Parts A & B) will be accepted.
- Mail or Fax nominations to:

Tom Horn Memorial Award
Iowa Pupil Transportation Association
7211 Bryn Mawr Drive
Urbandale, Iowa 50322

Questions? Email: 2015ipta@gmail.org

(Part A - Nomination Form)

2019 TOM HORN MEMORIAL AWARD

Person Being Nominated - "The Nominee"

Nominee's Name: _____ School Dist. _____

Home Address: (Street) _____ (City) _____ (State) _____ (Zip) _____

Job Title: (current) _____ Years Served (current position) _____

Job Title: (related positions held)

Position: _____ Years Served: _____

Position: _____ Years Served: _____

Position: _____ Years Served: _____

Persons Recommending this Nominee "Nominators":

Application must be submitted by two co-nominators, that are not related by marriage or birth to the person being nominated, who have knowledge of or about the nominee's work experiences and service to his/her school and community. Additional persons may provide supporting information by completing a Part B.

Co-Nominator #1: Name (Print): _____ Signature: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone #: _____ E-Mail: _____
Your relationship to nominee: (co-worker, supervisor, etc) _____

Co-Nominator #1: Name (Print): _____ Signature: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone #: _____ E-Mail: _____
Your relationship to nominee: (co-worker, supervisor, etc) _____

(Part "B"-Service Description & Qualification)

Supporting information for the nomination of

(Name of Nominee) _____ (School District) _____

This form may be duplicated and provided to additional persons willing to provide supporting information about the nominee.

The Tom Horn Memorial Award is presented to a Transportation Director, Supervisor or Administrator that has exhibited outstanding leadership and service to his/her school, community and to the safe transportation of children in Iowa. Please explain in as much detail as possible why the above nominee should be considered for this award. Include specific examples of committees served-on, projects completed, deeds performed or actions taken by the nominee that have had a profound impact or outcome on his/her school and community; as well as the district's school transportation program.

(If additional space is needed, you may use the back of this sheet or attach this form to additional sheets before returning to IPTA. This form MUST BE ATTACHED to all supporting information.)

Signature: _____ Relationship to Nominee: _____ Date: _____
(Return all supporting documents from all contributors in a single envelope to IPTA by the deadline below.)

RETURN PARTS A & B NO LATER THAN June 10, 2019

TO: Tom Horn Memorial Award

Iowa Pupil Transportation Association

7211 Bryn Mawr Drive, Urbandale, Iowa 50322

Questions: Chris Darling (712) 830-3242 or E-Mail: 2015ipta@gmail.com

For IPTA Use:

Date Rec:

Position:

Membership:

Exp.:

Conference Attendance: