

**GUIDELINES FOR COMPLETING NOMINATION FORM**  
**(please limit comments on Nominees to 500 words or fewer)**

To assist you in completing the nomination forms, we have developed a number of questions you might address in your nomination.

1. What personal characteristics make this individual unique?
2. How has he/she demonstrated dedication and exemplary service to your school district and perhaps the regional educational community?
3. How has this individual demonstrated leadership?
4. How does this person make a difference in your District?
5. Specifically, what has he/she accomplished? How? What obstacles were overcome?
6. Why is he/she an outstanding superintendent/administrator/teacher support staff member?

If you have any questions, please contact the Western New York Educational Study Council Office at 645-2932.

Applications are to be submitted by **January 15, 2010.**