



Ichabod Crane Central School District

2910 Route 9, P. O. BOX 820, Valatie, New York 12184

NOMINATION FORM: WALL OF FAME CLASS OF 2018

Deadline for Submission: January 31, 2018

Name of Nominating Individual: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Home phone: (____) _____ Cell phone: (____) _____

E-mail: _____

Name of Nominee: _____

Relationship to Nominee: _____

Nomination Category:

- Distinguished Alumni
- Distinguished Faculty/Staff
- Distinguished Community Member

Mailing address of nominee: _____ City: _____ State: ____ Zip: _____

Is the nominee an Ichabod Crane graduate? ____ Yes ____ No Class of: _____

Is the nominee deceased? ____ Yes ____ No

Nominee's phone: (____) _____ Cell phone: (____) _____

E-mail: _____

Is nominee aware of this nomination? ____ Yes ____ No

Requirements:

- On a separate sheet of paper, please provide specific details that support the criteria (see below) for the **one category** the person is being nominated for the Wall of Fame. Provide details how this nominee has made a significant contribution to the Ichabod Crane Central School District.
- Please email a high quality digital photograph of the nominee to Mary Prusak, Communications Specialist, at mprusak@ichabodcrane.org.
- In addition to your recommendation in support of your nomination, please include at least two (2) additional, but not more than five (5), letters of recommendation.

Completed nomination forms MUST be received by January 31, 2018.

Please send nomination materials to:
Ichabod Crane Central School District Office
Wall of Fame Committee c/o Mary Prusak
2910 Route 9
Valatie, NY 12184

Completed applications must be submitted **no later than January 31, 2018** to be considered for the 2018 induction. The application will be acknowledged with an **email** reply stating that the application materials were received, are complete and the files will be read. If you do not receive an acknowledgement within 3-4 days after sending, please contact Mary Prusak, Communications Specialist at mprusak@ichabodcrane.org or by phone at (518) 758-7575 ext. 3017.

If an application does not contain all of the requirements, the application materials will not be considered.

Important Notes:

1. It is strongly suggested that pertinent material, including internet articles/postings, media release, pictures, etc. accompany this application form. This provides the committee with rudimentary information concerning the candidate and the letter will enhance the nominee's chances of receiving this honor.
2. Incomplete applications will be not be accepted.
3. Material submitted will not be returned.

Selection Criteria

Nominees for the Wall of Fame must exemplify the highest standards of ethical conduct and moral character. A nominee must meet the criteria in one of the following categories:

- I. **Distinguished Alumni:** A nominee in this category graduated from Ichabod Crane Central School District and has made a lasting and outstanding contribution in their life and career. Nominations will be accepted for individuals who do not graduate because of military service.
- II. **Distinguished Faculty/Staff:** A nominee in this category is a former employee of the Ichabod Crane Central School District who has distinguished themselves by demonstrating exceptional leadership, character and achievement. The nominee can be an administrator, coach, faculty (teacher) or staff member.
- III. **Distinguished Community Member:** A nominee in this category is an individual who has made a significant contribution to the Ichabod Crane Central School District.

Selection Process

After the application deadline, the selection committee will review the nominations and determine the inductees to the Ichabod Crane Wall of Fame based on the criteria outlined above, and all information discussed will be kept confidential. There is no limit to how many

nominees will be selected for induction. Nominations are considered based on their own merit and are not in competition with other nominations.

Selection Committee

The selection committee consists of 15 members who represent various stakeholders associated with the Ichabod Central School District and the Ichabod Crane community, including faculty, staff, students, alumni, administration, community, and board of education members. Each member serves a two-year term. The selection committee may suggest modifications to Wall of Fame process through a majority vote.

Questions? Comments? Concerns? We welcome questions about the Ichabod Crane Central School District Wall of Fame application process and any suggestions on ways to improve the Wall of Fame. Please submit questions or comments to mprusak@ichabodcrane.org.