



**Dr. Leo G. Cigarroa High School  
Toro Legends Award**

**2020 Nominee Application & Guidelines**



## **Purpose**

The Dr. Leo G. Cigarroa High School Toro Legend Award was established to identify and recognize Cigarroa High School alumni who have made significant contributions to their school and the community and whose accomplishments, affiliations and careers have honored the legacy of excellence at Dr. Leo G. Cigarroa High School.

## **Eligibility**

To be eligible to receive the Toro Legend Award nominees must meet the following criteria:

- Be a graduate of Dr. Leo G. Cigarroa High School
- Must have graduated no later than 2010

## **Criteria**

Nominees for the Dr. Leo G. Cigarroa Toro Legend award must meet the following criteria:

- Be nominated by a former or current staff member, alumni or community member of Dr. Leo G. Cigarroa High School
- Demonstrate passion and commitment to the community
- Demonstrate continued professional growth and development in any capacity
- Has notable achievements in career field
- Provides inspirational impact
- Has provided service and support to Dr. Leo G. Cigarroa High School

## **Application Process & Guidelines**

1. Nominations open from February 11<sup>th</sup>, 2020 through February 29<sup>th</sup>, 2020.
2. Nominators will need to submit a nomination form and a letter of recommendation.
3. Nominators are encouraged to provide any of the following supporting items that further distinguish the nominee:
  - a. Letter of nomination written by the nominator (required)
  - b. At least one additional letter of support from non-family members and other than the nominator, that specifically address the criteria (optional)
  - c. Current biography, curriculum vitae or resume for the individual
  - d. List of volunteer and philanthropic achievements
  - e. Newspaper and magazine articles
  - f. Awards or certificates of achievement
  - g. Personal stories
  - h. Other items of interest
4. Applications may be submitted in person, online or mailed in. To apply online, please email the completed application to Ms. Anna Nanez at [agnanez@laredoisd.org](mailto:agnanez@laredoisd.org).
5. All applications must be received by midnight on February 29<sup>th</sup>, 2020- No Exceptions.
6. Applications submitted without a nomination letter from the nominator will not be considered.

## **Evaluation Process**

- All applications will be screened to ensure that the nominating criteria is met and evident.
- The Toro Legend recipients shall be selected by a vote of the Toro Legend Committee comprised of Dr. Leo G. Cigarroa High School faculty, and staff members.
- Nominee packets will be distributed at least one week prior to the scheduled Toro Legend Committee meeting.
- Prior to any voting, at least 5 minutes per nominee shall be allowed for discussion of the nominee.
- The Toro Legend Committee chair will call a vote.
- Toro Legend Committee members will rank the nominees in order of preference by secret ballot.
- The Toro Legend Committee chair will count the tally of the voting results with all members present.
- In the event of a tie, the chair will call for a re-vote.
- A total of 10 individuals will be inducted as Dr. Leo G. Cigarroa High School Toro Legends.

## **Induction Ceremony**

Nominees will be inducted as Dr. Leo G. Cigarroa High School Toro Legends on March 27<sup>th</sup>, 2020.



**Dr. Leo G. Cigarroa High School Toro Legends**

**Official Nomination Form**

**Complete & Mail/email to: [agnanez@laredoisd.org](mailto:agnanez@laredoisd.org)**

**2600 Zacatecas, Laredo Texas 78046**

**Date Submitted:** \_\_\_\_\_

**Nominee Information:**

Nominee Name: \_\_\_\_\_  
(Full Name)

Address of Nominee: \_\_\_\_\_

City of Residence: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone Number(s) \_\_\_\_\_

Email of nominee: \_\_\_\_\_

CHS Graduation Date: \_\_\_\_\_

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