



March 9, 2017

Dear Transportation Director / Supervisor,

This year marks the 17th annual **Professional Pupil Transportation Employee of the Year Awards Brunch**. The event is being held on **Monday, May 8, 2017** beginning at 10:00 a.m. until 12:00 p.m., at the Diplomat Banquet Center, 1956 Lyell-Spencerport Rd, Gates, NY 14606, located at the intersection of Interstate 390 and Lyell Ave.

We are currently looking for your nomination(s) for Professional Pupil Transportation Employee of the Year. Nominations are open to non-supervisory drivers, monitors, and office and garage staff. Nomination guidelines are as follows:

1-199	non-supervisory employees	Nominate 1 individual
200-299	non-supervisory employees	Nominate 2 individuals
300-399	non-supervisory employees	Nominate 3 individuals
400-499	non-supervisory employees	Nominate 4 individuals

Please return your **nomination** using the enclosed form **no later than April 7, 2017** to the attention of Robert Galloway Sodus CSD, PO Box 220, Mill Street Extension, Sodus, NY 14551. We will be notifying the recipients directly by mid-April so please schedule your internal events accordingly.

You and the members of your team are also invited to join us in showing appreciation and support to all of the outstanding transportation personnel in the Greater Rochester area.

To secure your **reservations** for this event, the enclosed form must be **returned no later than Monday April 28, 2017**. If the award recipient needs additional tickets, please purchase using the reservation form.

Thank you once again for your cooperation and participation. We look forward to sharing in this celebration with you!

Sincerely,

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Barbara Groszewski
Brunch Committee Co-chair