



## **NOMINATION GUIDELINES 2018**

The State of Florida has established the Florida Veterans' Hall of Fame to recognize and honor those military veterans who, through their works and lives during or after military service, have made a significant contribution to the State of Florida.

In selecting its nominees for submission to the Governor and Cabinet, the Florida Veterans' Hall of Fame Council shall give preference to veterans who were born in Florida or adopted Florida as their home state or base of operation and who have made a significant contribution to the state in civic, business, public service, or other pursuits.

Please Note: 'The Florida Veterans' Hall of Fame is not intended to recognize solely military achievement and is therefore **not a Military Hall of Fame.**

1. The Nominee must meet the following criteria:

- a. Meets the definition of "Veteran" as defined by section 1.01 of the Florida Statutes as determined by the Department of Defense documentation, such as a DD Form 214, or proof of service from the Florida National Guard with an NGB Form 22.
- b. Received an honorable discharge from the United States Armed Forces and provided official documentation verifying discharge status.
- c. Has exhibited good moral character and has no felony convictions.
- d. Posthumous nominations are accepted. Records to document military service are still required. If no DD Form 214 or NGB Form 22 is available, provide other documentation to include discharge papers, news articles, affidavits, official letters of service from their branch of service, the DoD, or the Florida National Guard, or other documentation that can be verified. (To obtain copy of military service records, go to [www.archives.gov/veterans](http://www.archives.gov/veterans))
- e. Employees of the Governor's staff, all elected or appointed officials in the State of

Florida, members of County Veteran Service Offices and members of the Florida Department of Veterans' Affairs, its Foundation and the Veterans' Hall of Fame Council are ineligible for induction until two years after they have left their position. The Veterans' Hall of Fame Council may recommend a waiver of the two year requirement for nominees over the age of 70.

2. The Selection Process will be conducted, using a uniform nomination form. This form is available on the Florida Veterans' Hall of Fame website ([www.floridaveteranshalloffame.org](http://www.floridaveteranshalloffame.org)) and is to be **submitted to the Florida Veterans' Hall of Fame Council either by mail or e-mail. The Florida Veterans' Hall of Fame submission period is from January 1, 2018 until May 31, 2018 or until the first 250 nominations are received; whichever occurs first.** The council will review only the first 250 submissions based on uniform predetermined criteria. Thereafter, the council will vote on and recommend a list of up to 20 top candidates to the Florida Department of Veterans' Affairs for submission to the Governor and Cabinet for final selection of up to 20 inductees. In order for the submission process to uniformly portray the efforts and contributions of these great Florida veterans, the nomination packet must be completed in accordance with the following format:

- **Section 1.** Florida Veterans' Hall of Fame Nomination Form:  
This nomination packet submission, including the mandatory nomination form, may not exceed ten pages total. The type face may not be smaller than 12 pt. font size. Ensure information about the nominee must be accurate and current, particularly contact information. This form requires the nominator's signature to validate the accuracy of the information and that it follows the nomination guidelines.

*In the case of a deceased nominee, please provide the name of next of kin along with contact information.*

- **Section 2:** Verification of Veteran's Status:  
Provide the full name, rank and branch of service of the nominee. Attach all copies of official documents verifying veteran's service (e.g. DOD Form 214 or NGB Form 22). Please note the earlier comments regarding the information required for a deceased nominee in paragraph 1 d.

***Provide the best supporting documentation available.***

- **Section 3: Summary of Education and Training Accomplishments:**  
Provide a simple chronology of education and training accomplishments. List or attached any significant achievements, recognitions, etc. List schools attended, degrees obtained, and any academic awards earned. Vocational or technical training and schools; professional training programs completed and dates; and any other community training programs to include volunteer firefighter, Red Cross, etc. may also be included.
- **Section 4: Summary of the Nominee's Professional or Employment History:**  
Provide a simple chronology of professional and employment history to include: history of employers/companies/businesses; positions and promotions; professional publications and presentations; professional awards, recognition and certificates. Attach any significant awards, recognitions, etc. that may be pertinent.
- **Section 5: Summary of Nominee's Advocacy on Behalf of Veterans:**  
Summarize any contributions and recognition of the nominee in relation to veterans' advocacy or veterans' support programs or initiatives. This may include the nominee's active involvement with Veterans' Organizations, community patriotic projects and committees and participation/support for patriotic events, etc.
- **Section 6: Summary of Nominee's Civic Activities and Contributions:**  
Summarize the nominee's volunteer activities, civic activities and contributions; elected or appointed offices held; civic or fraternal affiliations and contributions.
- **Section 7: List Any Awards or Honors:**  
Includes: Presidential awards, Who's Who, Citizen of the Year, etc.
- **Section 8: Written Narrative:**  
Why you feel this individual should be considered for the Florida Veterans' Hall of Fame. This comprehensive description should explain what the significant contributions the nominee made to the State of Florida in civic, business, public service or other pursuits. Military records alone without supporting documentation of a veteran's contribution to other veterans and their community will not be considered.

- 3. The nomination packet must not exceed ten (10) pages on 8-1/2" x 11" single-sided paper with a font size no smaller than 12 pt. The packet includes discharge papers and the required nomination form.** If the nomination packet exceeds ten pages, the nomination packet will not be considered. Letters alone without supporting documents recommending your nominee for inclusion in the Hall of Fame will not be considered. Multiple nominations for a single individual are discouraged. Nomination packets for those selected may be revised and resubmitted for subsequent nomination periods.

Please note that all materials provided to the Florida Veterans' Hall of Fame are public records and are subject to disclosure upon request pursuant to Chapter 119, Florida Statutes. Please do not submit to the council information of a confidential or personal nature that should not be published publicly.

The nomination packets and attachments become the property of the Florida Veterans' Hall of Fame and will not be returned. **Please do not send original documents because they will not be returned.**

- 4. All nominators after providing their name on the nomination form should state their relationship to the nominee and contact information. Examples may include: self, next of kin, family member, admirer, co-worker, etc.**

Please note: **Only the nominator will be notified if the nominee is NOT selected.**

**Nomination packets must be received no later than May 31, 2018.**

**Mail or Email Nomination packet to:**  
**([FVHOF@FDVA.STATE.FL.US](mailto:FVHOF@FDVA.STATE.FL.US))**  
Florida Department of Veterans' Affairs  
Attn: Florida Veterans' Hall of Fame  
The Capitol, Suite 2105  
400 South Monroe Street Tallahassee, FL  
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