

# AVHOF Nomination Package Criteria & Guidelines

**Criteria.** The following criteria are established as requisites to the nomination package.

- 1) The Arizona Veterans Hall of Fame seeks to recognize those Arizonans who have worn the uniform of this Nation's Armed Forces, performed their military duties, and then continued to contribute to community, state, and nation in an exemplary manner. These outstanding contributions may, for example, be in areas of professional, civic, veterans' advocacy, political or contributions over the life of the nominee. **Please note Arizona Veterans Hall of Fame focuses on a nominee's contributions outside of and after their military service.**
- 2) **Eligibility:** The nominee must have been born in Arizona, entered military service from Arizona, or lived in Arizona for a minimum of five years; must have received an honorable discharge from the U.S. Military service, be of good character and have no felony convictions. Posthumous nominations are accepted.
- 3) **Non-eligibility:** To preclude conflict of interest or the appearance thereof, employees of the Governor's Office Executive Staff including Arizona Department Directors, and members of committees associated with Arizona Veterans Hall of Fame (AVHOF) planning and selection activities, are NOT eligible for consideration for selection to the AVHOF until two (2) years after they have ceased service therewith, unless the individual is 70 years of age or older. Eligibility requirements are based on the nomination application deadline.

**B. Guidelines.** Nominations will be reviewed by a committee of veterans selected from Arizona's recognized veterans' service organizations and/or past recipients of the Arizona Veterans Hall of Fame Medal, evaluated on the scope and impact of a nominee's achievements and the extent to which his/her efforts benefit and provide inspiration to other veterans, and be approved by the Governor of Arizona. For the submission process to uniformly portray the efforts and contributions of these great Arizona veterans, it is recommended that the nomination packet be completed in accordance with the following format:

- 1) **Nomination form (Required):** Please be accurate and sign the form indicating your validation of the data.
- 2) **Verification of veterans status (Required):** Attach a copy of the official document (DD214 preferred)
- 3) **Summary of Education and Training Accomplishments:** A simple chronology of education and training accomplishments (List or attach any significant achievements, recognitions, etc.)
- 4) **Summary of the Veteran's Professional or Employment History:** Please provide a simple chronology of professional and employment history. (You may attach any significant awards, recognition, etc. that may be pertinent to this item.)
- 5) **Summary of Veteran's Advocacy Contributions:** Summarize the contributions and recognition of the nominee in relation to veterans' advocacy or veterans' support programs or initiatives. (Examples may include the nominee's active involvement with veterans' organizations.)
- 6) **Summary of Civic Activities, and Contributions:** Summarize the nominee's civic affiliations and contributions (e.g. Rotary, Kiwanis, schools, political, fraternal, etc.)
- 7) **List any Awards, Honors or Publications about the Nominee:** (e.g. Presidential awards, Who's Who, Citizen of the Year, books, newspaper or magazine articles, etc.)
- 8) **Any Letters of Recommendation:** Letters should be from people not immediately related to the nominee.
- 9) **Narrative:** Describe why you feel this individual should be considered for the Arizona Veterans Hall of Fame.

**Any questions please call Unified Arizona Veterans at (602) 943-7834 or visit [www.AVHOF.org](http://www.AVHOF.org).**

# Arizona Veterans Hall of Fame Nomination Form

Be sure to read the Nomination Package Criteria & Guidelines (located on reverse) prior to completing this form.

Full Name of Nominee: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Telephone No.: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

City/State of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Years and Location of Arizona Residency: \_\_\_\_\_ SSAN: \_\_\_\_\_

Proof of Military Service:  Most Recent DD 214/215  Most Recent Honorable Discharge

I hereby affirm that the information contained herein is accurate to the best of my knowledge and understanding, and in conformance with the Nomination Guidelines. I agree to provide information if requested by the Arizona Veterans Hall of Fame. If selected as a finalist a background investigation of the nominee will be conducted.

Nominator's Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Nominator Address: \_\_\_\_\_

Signature of Nominator \_\_\_\_\_

Date: \_\_\_\_\_ E-mail: \_\_\_\_\_

If selected, will nominee/representative be present to accept? YES NO

**PLEASE NOTE: Only the nominator will be notified if this nominee is NOT selected.**  
**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY**

Nomination Package Checklist (maximum of 10, 8 1/2 by 11 pages); Please initial or check each

- Nomination form entirely completed (**required**)
- Proof of Honorable Military Service; e.g. DD-214. (**required**)
- Summary of education and training accomplishments, veteran's professional or employment history, veteran's advocacy contributions, civic activities/contributions, and list of awards/honors.
- Any supporting documentation or letters of recommendation.
- Simple narrative as to why nominee should be favorably considered. Attach a typed summary of the Nominee's achievements per the guidelines.

**MAIL COMPLETED PACKET TO:**  
ARIZONA VETERANS HALL OF FAME - UAV  
P.O. BOX 34338 PHOENIX, AZ 85067

**ALL PACKETS MUST BE POSTMARKED NO LATER THAN APRIL 30**  
**Any packet postmarked after this date will be included for the following year evaluation.**