

Arizona Veterans Hall of Fame Nomination Packet Criteria & Guidelines

A. Purpose: The Arizona Veterans Hall of Fame (AVHOF) seeks to recognize Arizonans, living and posthumous, who have worn the uniform of our Nation's Armed Forces and have made significant contributions to their community, Arizona, or the Nation outside of their military service. These contributions may be in the areas of veterans' advocacy, professional, civic, political, or other contributions of an outstanding nature.

B. Criteria: These criteria are requisites to the nomination packet and are updated each year by 1 December.

1) Eligibility: The Nominee must be of good moral character, have no felony convictions, and must have been born in or entered military service from Arizona, or lived in Arizona a minimum of five years. (Satisfaction of the residency requirement is based upon meeting the criteria by the nomination application deadline of March 31st.) The Nominee must also have honorably served as verified by a U.S. Military service document. (Item D-2) The AVHOF recognizes Medal of Honor Recipients who meet these criteria.

2) Non-Eligibility/Conflicts of Interest: The following individuals are not eligible for induction into the AVHOF: Governor's Office Executive Staff, the Arizona Dept. of Veteran Services Director and the Director's Executive Staff, the UAV Chairperson, members of the UAV AVHOF Selection Committee, and self-nominees.

C. Guidelines: Nomination Packets are confidential and will be reviewed by a committee of veterans selected from Arizona's recognized veterans' service organizations. **Nominations** will be evaluated on the scope and impact of the achievements of Nominees, and the extent to which their **efforts benefit the community, state or nation** while inspiring other veterans to make similar contributions. Upon approval by the UAV Board of Directors, Nominees will undergo a background check and then their packets will be forwarded to the Governor of Arizona for approval.

D. Format and Sequence of Nomination Packet: (All categories are required unless annotated as optional.)

NOTE: *Packets are a maximum of 12 single-sided 8 1/2" by 11" pages using #12 Times New Roman Font.*

NOTE: *After the Governor's approval, active duty & current Inductee photos will be required.*

Use headings for each section in sequence as listed below (1, 2, 3, etc.)

1) Arizona Veterans Hall of Fame Nomination Form with all information filled out.

2) Honorable Veteran Status Verification: Copies of official documents, e.g., **Pre-1950:** Discharge Certificate, **after 1950:** DD Form 214, SF 1300, NGB-22 or certificate of military retirement. **NOTE:** *Multiple-Page Honorable Veteran Status Documents are not counted against 12-Page limit.*

3) Summary: Briefly describe (*about 200 words*) why you feel the nominee should be considered for the Arizona Veterans Hall of Fame. **NOTE:** *This section sums up the nominee's significant civic/veteran contributions.*

4) Military, Professional & Employment History: Provide a *brief* outline chronology of professional and employment history. **NOTE:** *List any significant non-veteran related achievements, awards, recognition, etc. List books, newspaper or magazine articles, etc., either about the nominee or written by the nominee.*

5) Summary of Civic Volunteer Activities: (*optional*): Summarize the nominee's civic affiliations and contributions (e.g., Rotary, Kiwanis, schools, churches, political, fraternal, etc.) **NOTE:** *List any significant civic non-veteran, non-employment related achievements, awards, & recognition.*

6) Veteran's Advocacy Activities: (*optional*): Summarize the contributions, achievements, awards and other recognition the nominee has received in relation to veterans' advocacy or veterans' support programs or initiatives. **NOTE:** *Include the nominee's membership and active involvement with veterans' organizations.*

7) Letters of Recommendation (*optional*): From people not immediately related to the nominee. **NOTE:** *The Nominator's cover letter should be first and will be considered as a letter of recommendation. Complete emailed letters of recommendation with header block and full name of recommending person will be accepted.*

Arizona Veterans Hall of Fame Nomination Form

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

CONFIDENTIAL

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NOMINEE

If deceased, year passed: _____

NOTE: Each field is mandatory with exception of the Nickname.

Full Name: _____ (Optional)
Nickname: _____

Home Address (# / street / unit): _____

City: _____ County: _____ Zip Code: _____

Phone (cell # preferred): _____ SSAN: _____ DOB: _____

City/State of Birth: _____ Email: _____

Month and Year Nominee established AZ as Primary Residence: _____ / _____

AZ City/Towns lived in: _____

Proof of Military Service: Most Recent DD 214 or NGB 22 Other (specify): _____

Nominator's Checklist and Certification

NOTE: Check each item and fill in each information field (mandatory)

- This packet contains no more than **12 SINGLE-SIDED 8½" by 11" pages**, including this page & photocopies
- I understand that if **more than 12 total pages/documents** are submitted that the **packet will be returned**.
- I have used Font Size 12 in either Arial or Times New Roman font in the body of the nomination narrative.
- I have used the **HEADING** captions as enumerated in bold font in the form criteria guidelines at Section D.
- This Packet was completed as required by the criteria, format & sequence on the reverse side of this form.
- Proof of **Honorable** Military Service, e.g., DD-214, NGB-22, etc., is included with this packet.
- I have notified** the Nominee (if deceased, a representative) that a background investigation may be conducted.
- I have notified** the Nominee (if deceased, a representative) that, if selected, the **Nominee** (if deceased, a representative) **must be present at the induction ceremony to be inducted** and that they have agreed to attend. The induction ceremony is normally held during the last two weeks in October, but may vary from time to time.
- I have notified** the Nominee (if deceased, a representative) that if selected, their biography and photographs will be used in the induction program, displayed at the Capitol Museum, and released to the media.
- I hereby certify** that the information contained in this packet is true and accurate to the best of my knowledge and ability to verify same. Further, I agree to provide additional information if requested by the UAV.

Nominator's Signature: _____ Date: _____

Printed Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Cell Phone: _____

MAIL COMPLETED PACKET TO:

Unified Arizona Veterans
P. O. Box 34338, Phoenix, AZ 85067

ALL PACKETS MUST BE POSTMARKED NO LATER THAN MARCH 31st

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