

HOW TO COMPLETE AN ONLINE ARIZONA VETERANS HALL OF FAME NOMINATION
Arizona Veterans Hall of Fame Nomination Frequently Asked Questions (FAQ)
(Updated 11/24)

Dear Nominators: Thank you for your interest in nominating an Arizona veteran to the Arizona Veterans Hall of Fame (AVHOF), which since 2001, has been sponsored by the Unified Arizona Veterans (UAV). The AVHOF recognizes the continuous and exceptional service of veterans to the people of Arizona, such as civic and veteran advocacy, volunteer activities and achievements. To be Nominated, veterans must have been honorably discharged from active duty in any branch of the U.S. Armed Forces. (A General Discharge under Honorable Conditions is acceptable for medically discharged/retired veterans.)

The mission of the AVHOF Selection Panel to assess and evaluate the post-military contributions of the Nominees. To accomplish this mission, the Selection Panel must be provided information focused on the post-military civic and veteran advocacy of the Nominees. To gather the required information, the AVHOF Nominations Form has been updated and moved online.

The updated format simplifies the Nominations Process, and moving the Nominations Form online makes it more accessible to a much wider group of people who may know an Arizona veteran they would like to nominate for the AVHOF. It becomes the goal of the Nominator to present to the Selection Panel, the civic and veteran advocacy, volunteer activities and achievements of their Nominee.

Nominators are not limited to one Nomination. If you know several exceptional Arizona veterans, more than one Nomination can be submitted by an individual in any one Nomination Year Cycle. However, each veteran must have their own Nomination: Do not combine Nominations.

For an AVHOF Nomination to be considered complete, there are TWO processes that must be completed: The online AVHOF Nominations Form must be filled out and submitted, and the AVHOF Nomination Form Checklist and a LEGIBLE copy of the Nominee DD214 (or pre-1950, a Certificate of Discharge) must be sent via US Mail to Unified Arizona Veterans, at the following address: P. O. Box 34338, Phoenix, AZ 85067.

UAV Staff and Screening Committee members will attempt to contact Nominators and acknowledge receipt of mailed-in documents regarding each Nomination.

HOWEVER: It is solely the responsibility of each Nominator to ensure that all Nomination Forms are completed, all Nomination documents have been received by UAV, and that all requirements for their Nomination are met.

For Nomination process questions, please contact Carol Culbertson, Secretary, Unified Arizona Veterans
E: secretary@azuav.org, text: 602.799.9480.

PLEASE IDENTIFY YOURSELF AND YOUR NOMINEE(S) IN ALL EMAILS OR TEXTS.

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FREQUENTLY ASKED QUESTIONS:

Q: How do I nominate an Arizona veteran for the Arizona Veterans Hall of Fame? (AVHOF)

A: AVHOF Nominations will be accepted at the Nominations section of the UAV website. www.azuav.org.

Q: When do AVHOF Nominations open?

A: After the Induction Ceremony each year, AVHOF Nominations are opened for the next year.

Q: When do AVHOF Nominations close?

A: March 31st of the Nomination Year.

Q: Can I fill out an AVHOF Nomination and mail or FedEx it in?

A: AVHOF Nominations are only accepted through the online Nomination Form on the UAV website.

Q: Why does the online Nomination Form require a Nominator to provide an email address?

A: So the information submitted in the Nomination Form can be emailed to the provided address.

Q: When is the Induction Ceremony?

A: The AVHOF Induction Ceremony is usually held every year in October, although dates may vary.

Q: Does the Nominee have to attend the AVHOF Induction Ceremony?

A: Nominees must attend the AVHOF Induction Ceremony in person in order to be inducted into the AVHOF.

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TIPS FOR COMPLETING AN ONLINE ARIZONA VETERANS HALL OF FAME NOMINATION:

It is helpful to assemble all the information for the Nomination prior to beginning to opening the Nomination Form. This information consists of personal information such as address, mobile phone numbers, email address, and length of residency in Arizona. (minimum of 5 years required Arizona residency) There are also sections of the Nomination regarding education, non-military employment, along with civic and veteran advocacy and volunteer history. Assembling this information prior to filling out the Nomination Form can make the process simpler, and able to be completed in less time.

NOMINATION FORMAT:

Administration and Eligibility Section

Narrative Sections 1-4

Nominee/Selectee/Prospective Inductee Supporting Document Upload

Nominee/Selectee/Prospective Inductee Photograph Upload

ADMINISTRATIVE & ELIGIBILITY SECTION:

**** The AVHOF Nominations Form Checklist must be filled out in its entirety. If any block is left blank, the nomination may be disqualified. (Exceptions include the blocks for posthumous nominations and nicknames)**

At the sole discretion of the UAV Executive Committee and/or Screening Panel, Nomination Checklists and supporting documents may be remedied prior to the close of Nominations.

Nomination Form Checklist and Verification of Honorable Military Service. This section and supporting documents will be reviewed only by the UAV Screening Panel and not the AVHOF Selection Panel.

VERIFICATION OF HONORABLE MILITARY SERVICE: Only LEGIBLE copies of official documents will be accepted. Multiple pages of Honorable Veteran Status Documents may be submitted.

- For veterans prior to 1950, acceptable documents are Retirement or Discharge Certificates.
- After 1950: DD Form 214, SF 1300 (Report of Casualty), NGB-22 or military retirement certificate.
- General Discharge under Honorable Conditions is acceptable for medically discharged/retired veterans.

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NARRATIVE SECTION: PART 1

EDUCATION, MILITARY SERVICE & CIVILIAN EMPLOYMENT HISTORY

Education: This is not an extensive curriculum vitae, nor a resume. There are FIVE (5), 100 character entries for education. Please enter the information in the following format: School, Location, and Degree earned. If there is not enough history for 5 entries, please put “N/A” in each of the fields for which there are no entries.

For example: Yuma High School, Yuma, AZ, High School Diploma. (The underlined part of this example is 48 characters)

Non-Military Employment: There are FIVE (5), 100 character entries for Non-Military Employment. Please enter the information in the following format: Employer, Location, and Job Title. If there is not enough history for 5 entries, please put “N/A” in each of the fields for which there are no entries.

For example: Yuma Construction Company, Yuma, AZ, Carpenter/Framer. (The underlined part of this example is 54 characters)

Some individuals have post-military careers in veteran service, such as the Veterans Administration, the Arizona Department of Veteran Services, the Vet Centers. If your Nominee is one of these individuals, please use this section to explain how the Nominee materially improved the lives of veterans as part of any such employment. **VETERAN-RELATED EMPLOYMENT INFORMATION: ABOVE AND BEYOND, EXTRAORDINARY and/or OUTSTANDING VETERAN EMPLOYMENT and/or CAREER ACTIVITIES.** Did the Nominee materially improve the lives of veterans as part of their employment? Please explain. (500 character limit)

NARRATIVE SECTION: PART 2

CIVIC ADVOCACY, ACHIEVEMENTS & VOLUNTEER ACTIVITIES

There are FIVE (5), 100 character entries for Civic Service Organization Membership. Please enter the information in the following format: Organization and Location, Date Joined, and Positions Held.

EXAMPLE: Teddy Bears 4 Tots, 3/23/2003, Tucson, AZ. VP of Teddy Bear Outreach, then President of Teddy Bear. (The underlined part of this example is 99 characters)

CIVIC ADVOCACY, ACHIEVEMENTS & VOLUNTEER ACTIVITIES:

This is a 2,000 character limit, roughly one-page place to describe the Nominee’s Civic Advocacy, Achievements and Volunteer Activities.

If a Nominee has gone above and beyond in Civic Advocacy, Achievements and Volunteer Activities, please describe these activities in the following section: **ABOVE AND BEYOND, EXTRAORDINARY and/or OUTSTANDING CIVIC ADVOCACY, ACHIEVEMENTS & VOLUNTEER ACTIVITIES.** (500 character limit)

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NARRATIVE SECTION: PART 3

VETERAN ADVOCACY, ACHIEVEMENTS & VOLUNTEER ACTIVITIES

There are FIVE (5), 100 character entries for Veteran Service Organization (VSO) Membership. Please enter the information in the following format: Organization and Location, Date Joined, and Positions Held.

EXAMPLE: Veterans of Overseas Activities, 3/23/2003, Tucson, AZ. Sgt At Arms, Treasurer, Vice Commander. (The underlined part of this example is 95 characters)

VETERAN ADVOCACY, ACHIEVEMENTS & VOLUNTEER ACTIVITIES:

This is a 2,000 character limit, roughly one-page place to describe the Nominee's Veteran Advocacy, Achievements and Volunteer Activities.

If a Nominee has gone above and beyond in Veteran Advocacy, Achievements and Volunteer Activities. Please describe these activities in the following section: ABOVE AND BEYOND, EXTRAORDINARY and/or OUTSTANDING VETERAN ADVOCACY, ACHIEVEMENTS & VOLUNTEER ACTIVITIES. (500 character limit)

NARRATIVE SECTION: PART 4

SUPPORTING DOCUMENTS

** To be composed by the Nominator, not the Nominee.

** THIS IS NOT A RESUME, NOR AN EXTENSIVE CURRICULUM VITAE. PLEASE SUMMARIZE.

There are several supporting documents required to submit a Nomination to the Arizona Veterans Hall of Fame. These are:

1. A ONE-PAGE Nominator's Cover Letter, written and signed by the Nominator
2. Two signed, ONE-PAGE letters of recommendation: At least one of the letters must be written by another veteran.
3. No more than 2, 1 page copies of Non-Military Awards or Achievements

THESE SUPPORTING DOCUMENTS MUST BE UPLOADED IN PDF FORMAT, NO PHOTOGRAPHS

NOMINATOR'S COVER LETTER

The Nominator MUST provide a SIGNED, ONE-PAGE Nominator's Cover Letter, focused on a Nominee's skills and experience in both the civic AND veteran service and advocacy communities. The document is a ONE-PAGE SUMMARY of a Nominee's significant/outstanding veteran or civic contributions and/or achievements, and outlines why the Nominee should be considered for the Arizona Veterans Hall of Fame.

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THE NOMINATOR'S COVER LETTER MUST BE SIGNED BY THE NOMINATOR

THE NOMINATOR'S COVER LETTER MUST BE SCANNED AND UPLOADED WITH THIS
NOMINATION FORM

Required File Title for Upload: Last Name of Nominee - Title of Document
Example: "Joe Smith - Cover Letter"

LETTERS OF RECOMMENDATION

NO MORE THAN TWO (2), ONE-PAGE LETTERS OF RECOMMENDATION:

Two letters of recommendation are required, and at least one of the letters must be written by another veteran. Letters cannot be from family members of a Nominee. ONE letter of recommendation per scanned page.

>>>>>>ALL LETTERS OF RECOMMENDATION MUST BE SIGNED BY THE WRITERS<<<<<<

Required Title for Upload: Name of Nominee - Title of Document
Example: "Joe Smith - Recommendation Letter 1"

Here are some videos that explain how to rename a file or folder.

Windows 10: <https://www.youtube.com/watch?v=t4u2ePxZPIc>

Windows 11: <https://www.youtube.com/shorts/JyVQd-yAFQo>

NOMINEE/SELECTEE/PROSPECTIVE INDUCTEE DIGITAL OR SCANNED PHOTOGRAPHS:

High Resolution digital images are required of all Prospective Inductees. These are used in print, broadcast & display media for the UAV and the AVHOF. These images may include high-resolution digital photographs, or high-resolution scans of photographs. More information is available on the Photo Guidance Instructions document available for download.

RESOURCES FOR PHOTOGRAPH AND DOCUMENT SCANNING: Libraries, print shops, and office supply stores such as Staples, Office Depot or Office Max can scan required AVHOF Nomination photographs, and documents such as letters of recommendation and post-military awards.

Questions about the AVHOF process are welcome-please email chair@azuav.org (Travis Burns) or Secretary@azuav.org (Carol Culbertson).

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