



## KENTUCKY VETERANS HALL OF FAME NOMINATION PACKAGE

### Nomination Guidelines

- A. The Kentucky Veterans Hall of Fame Foundation (KVHOFF) seeks to recognize those Kentucky veterans who have worn the uniform of this nation's Armed Forces, performed their military service honorably, and **continue to contribute to their community, state, and nation in an exemplary manner by volunteering in the state of Kentucky for a minimum of 5 years.** These outstanding contributions may, for example, be in the areas of professional, civic, Veteran's advocacy, or political achievements and may be over the life of the nominee. See Section 4 on page 4 for complete details on eligibility.
- B. The Kentucky Veterans Hall of Fame is intended to recognize significant contributions **occurring in the state of Kentucky or impacting Kentucky or honoring Kentucky** at a national or international level. However, the Kentucky Veterans Hall of Fame is not intended to honor one-time or future Kentucky citizens whose noteworthy contributions primarily have impact in other states and localities. There are other halls of fame, veterans or otherwise, better suited to recognize persons such as these. They must continue to serve the State of Kentucky in a volunteer manner!
- C. Please note: the Kentucky Veterans Hall of Fame Foundation is not intended to be a military hall of fame. Sections 2 and 3 are required to confirm eligibility and provide background information only. Evaluations are based on sections 3, 4 and 5.
- D. The nominee must meet the following eligibility requirements, **please check when completed:**
1. **Must have resided in the state of Kentucky for five at least (5) years.**
  2. Must be a former member of the Armed Forces of the United States as reflected by DOD documentation such as DD214 or DD215 enclosed.
  3. Must have received **an honorable or general under honorable** discharge from the U.S. Armed Forces and provide a copy of the veteran's discharge papers (e.g., DD 214) verifying honorable discharge.
  4. Be of good moral character and have no felony convictions.
  5. **NO PREVIOUS OR PENDING FELONY CHARGES**
  6. **Volunteered in the state of Kentucky for a minimum of 5 years.**
  7. **Photo of Veteran in 4 x 7 format enclosed.**
- E. For the submission process to uniformly portray the efforts and contributions of our great Kentucky veterans, it is recommended that the nomination packet be completed in accordance with the sample format provided.
- F. The nomination packet (Sections 1-5) is not to exceed seven (7) 8.5" x 11" pages single-sided, excluding DD214 or equivalent separation document.
- G. Posthumous nominations will be accepted.
- H. Nomination packets and attachments become the property of the Kentucky Veterans Hall of Fame and will not be returned.
- I. Kentucky veterans holding the following positions are ineligible for selection into the Kentucky

# *Kentucky Veterans Hall of Fame Nomination Packet*

## • Nominee Contact Information

### Nominee Information

Full Name:

Military Branch:

Highest Rank Held:

War Era (*If appropriate*):

Home Address:

City:

County:

State:

Zip:

Is the nominee a Kentucky resident now? Yes ( ) No ( ) If not, which years did the nominee live in Kentucky and do community service?

Date of Birth:

Social Security:

Home Phone:

Work Phone:

Cell Phone:

Email:

Is nominee deceased? Yes ( ) No ( )

Date of Death:

Local Newspaper Name:

Newspaper URL:

Next of Kin:

Phone:

If selected, will the nominee or his / her representative be present to accept the award? Yes ( ) No ( )

### Statement from Living Nominee or Next of Kin If Deceased\*

Under penalties of perjury, I declare that I have read the foregoing Kentucky Veterans Hall of Fame Nomination Guidelines and Criteria and the facts listed in my nomination packet are true to the best of my knowledge and belief.

**Nominee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Nomination packets **MUST BE COMPLETE AND RECEIVED by December 31 each year to** be considered for the Induction Class of the following year.

**NOTE: NO SELF NOMINATIONS WILL BE ACCEPTED**

# *Kentucky Veterans Hall of Fame Nomination Packet*

## • **Nominee Packet Contents**

The following items must be included for the nomination packet to be complete.

### **Section 1: Nominee Contact Information Form**

### **Section 2: Verification of Veterans Status**

Certified copy of DD 214 or equivalent is required reflecting discharge/separation under honorable conditions. A General Discharge under honorable conditions is acceptable for medically discharged/retired veterans.

**Section 3A: Brief Military Narrative: (Years/Locations served, duties, war era, awards and decorations)** Provide short summary of the military service of the nominee that includes the length of service time, the major locations at which the nominee served, any service during a period of conflict, his/her general career field while in service, and awards for meritorious or valorous service. *(100 words or less)*

**Section 3B: 5" x 7" or larger Military Photo** *(while in uniform)*

**Section 4: Most Memorable Moment While in Service** *(50 words or less)*

**Section 5A: Summary of Nominee's Voluntary Service and Impact to Community, State, and/or Country**

Please elaborate as to specific contributions. Do not just list offices held. List any significant non-military awards or honors. *(200 words or less)*

**Section 5B: 5" x 7" or larger Recent Civilian Photo** *(Headshot)* of Nominee

**Section 6: Nominator's Summary of Why Nominee Should Be Selected**

and/or country is a key element in the selection process. This section should tie together the civic, business, professional, and public service endeavors.

Please elaborate as to why you feel this nominee should be inducted into the Kentucky Veterans Hall of Fame. Describe in detail how you feel the nominee's community service has impacted others in the community, state, and/or country. For example: *Under his (her) leadership as President of the Board, the organization was able to provide backpacks of food to 200 elementary school children each weekend during the school year.*

*(300 words or less)*

**NOTE: Nominations MUST BE RECEIVED by December 31 each year to be considered for the Induction in the following year's induction class.**

For any Questions, Please Contact:????

**NOTE: NO SELF NOMINATIONS WILL BE ACCEPTED**

# *Kentucky Veterans Hall of Fame Nomination Packet*

- **Nominee Verification Form- *(to be filled out by the nominator)***

NOMINATOR: Please arrange the completed items in the Nomination Package in the order below:  
\*Once completed, please initial each of the following items prior to mailing the nomination packet.

- \_\_\_\_\_ **Section 1: Contact Information Form**
- \_\_\_\_\_ **Section 2: Certified Copy of DD214 or Equivalent**
- \_\_\_\_\_ **Section 3A: Brief Military Narrative *(100 words or less)***
- \_\_\_\_\_ **Section 3B: 5” x 7” or larger Military Photo *(while in uniform)***
- \_\_\_\_\_ **Section 4: Most Memorable Moment while in Service *(50 words or less)***
- \_\_\_\_\_ **Section 5A: Summary of Nominee’s Community Service and Awards and Impact to Community, State, and/or Country *(200 words or less)***
- \_\_\_\_\_ **Section 5B: 5” x 7” or larger Recent Civilian Photo *(Headshot)* of Nominee**
- \_\_\_\_\_ **Section 6: Nominator’s Letter of Recommendation *(300 words or less)***

**Nominator Information:**

Full Name: \_\_\_\_\_ Relationship to Nominee: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Nominator’s Statement:** I hereby affirm the information contained herein is accurate to the best of my knowledge and understanding under the penalty of perjury, and is in compliance with the Nomination Guidelines and Criteria posted at [www.kyveterans.org/](http://www.kyveterans.org/) I acknowledge that I have informed my nominee that a background check will take place and that all provided photographs and documents will not be returned.

**Nominator’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** Nomination packets **MUST BE COMPLETE**. It is not the responsibility of nomination packet screeners, reviewers, or scriptwriters to gather or request information for any nomination.

**NOTE:** Nominations **MUST BE RECEIVED by December 31 of each year** to be considered for the Induction in the following year’s induction class.

**NOTE:** Nomination packets should be typed ***(or printed neatly in ink)*** and mailed to Kentucky Veterans Hall of Fame. Please mail the completed Nomination Packet to the following: Kentucky Veterans Hall of Fame, P. O. Box 1446, Florence, KY 41022-1446

**NOTE: NO SELF NOMINATIONS WILL BE ACCEPTED**