



VANGUARD MUSIC AND PERFORMING ARTS HALL OF FAME

NOMINATION APPLICATION INSTRUCTIONS

The Vanguard Music and Performing Arts (VMAPA) Hall of Fame was established to honor the outstanding individuals who have made a substantial, positive impact on the VMAPA organization through their distinguished service, achievements and enduring contributions. There are two categories of nominations – **Contemporary** and **Legacy**. Nominees will be inducted into one VMAPA Hall of Fame; however, the nominations will be submitted and voted on separately in these two distinct categories.

NOMINATION CRITERIA

The VMAPA Hall of Fame recognizes nominees through an annual election administered by the Hall of Fame Committee. The nomination criteria will be the same for both categories. The criteria for nomination are based on the significance and impact of the nominee's contribution to the overall success of the VMAPA organization. Nominators will be asked to provide answers to the following criteria questions:

- What were your nominee's significant contributions through their efforts as a performing member (Vanguard, Vanguard Cadets, Winter Guard, Winter Percussion, Youth Brass Ensemble and Youth Percussion Ensemble); staff member (educational, administrative, design, etc.); volunteer (food crew, sewing crew, drivers, parents, etc.) or other significant contributor and how did they impact VMAPA? How did your nominee's involvement with VMAPA make a difference to the success of the organization?
- How has your nominee elevated and affirmed the status of VMAPA within the performing arts activity with respect to their own time, place and environment?
- How has your nominee exemplified character that was conducive with the VMAPA core values during and after their affiliation with VMAPA? How has your nominee inspired others as a role model by their actions and behaviors and continued to serve as a role model for present and future generations?

Notes:

- Only individuals that have participated and/or served in some capacity in the VMAPA organization may submit a nomination application to the Hall of Fame Committee for consideration.
- If the combined efforts of a couple meet the above criteria, they may be nominated together in one nomination. A nomination may not be for more than two individuals. No groups may be nominated.
- Multiple nominations are not a factor in the selection process.

- An individual may submit a total of two nomination applications per year and write up to two letters of support for a nominee in either category – Contemporary or Legacy.
- Once accepted by the Hall of Fame Committee, the nomination submission will remain in the process and considered for up to three (3) years. Nominations not selected for the Hall of Fame ballot, or selected for the ballot but not inducted, will automatically be resubmitted for a total of three (3) years.
- Once a nominee has been removed from the process, there must be a one year hiatus before the nominee may be nominated again. In the event a nomination is submitted by a different nominator before the one year period has lapsed, the Hall of Fame Committee will contact the nominator prior to conducting any review of the application, and at the direction of the nominator, will either hold the nomination submission for the required one year period or return it.
- Individuals that have been nominated in the past, but not chosen, may be renominated as long as the nominee continues to meet the criteria for nomination. The nomination should be strengthened by adding additional information, or edited before the nomination is submitted again.

SCREENING, SELECTION AND VOTING PROCESS

All nomination submissions that meet the requirements will be passed to the Screening and Selection Committee (SASC) for consideration on the Hall of Fame ballot. The SASC consists of 8 members: the Hall of Fame Committee Chair who will act as the SASC Chair, the Executive Director and six (6) appointed VMAPA individuals that may or may not be Hall of Fame members. Committee members are appointed by the Hall of Fame Committee, approved by the Executive Director and ratified by the VMAPA Board of Directors.

The primary responsibility of the SASC is to thoroughly examine the list of qualified nominees received from the Hall of Fame Committee and ratify that the nominees meet the criteria for induction. The SASC will then select the nominees to be placed on the Hall of Fame ballot. There will be two parts to the Hall of Fame ballot - one for Contemporary and one for Legacy. In the Contemporary category, the total number of nominees may not exceed ten (10), and in the Legacy category, the total may not exceed four (4) nominees.

The Hall of Fame voting membership consists of the active Hall of Fame Membership, appointed non Hall of Fame members of the SASC, Board of Directors (excluding Honorary Directors), Alumni Association Officers, Executive Director, Chief Financial Officer and Director of Programs/Creative Director. To be inducted into the VMAPA Hall of Fame, requires that nominees must achieve a minimum of 60% of the vote by the total number of voters.

NOMINATION APPLICATION

1. Nominations will be accepted annually from **January 1st thru February 15th**. Prior to preparing a nomination application, it is highly recommended that the nominator contacts the Hall of Fame Committee to ascertain if the individual they are preparing to nominate hasn't already been nominated.
2. If the nomination is for a couple, submit one nomination application on behalf of both individuals. The nominator must provide complete demographic information for both individuals in the first section of the nomination application entitled "Nominee Information".

3. If the nomination is for an individual who is being nominated posthumously, the nominator must provide contact information for any known relatives and other relevant connections in the last section of the nomination application entitled “References and Contact Information”. If the nominee is inducted, the nominator will be asked to attend the induction ceremony. If a relative, or appropriate organizational representative, is not available, the nominator may be asked to accept the honor on their behalf.
4. The nominator is responsible for soliciting three (3) letters of support from different individuals who have been affiliated with the organization and know the nominee and can effectively advocate the contributions and achievements. If the nomination is for a couple, each of the three (3) letters of support should be written to include both individuals being nominated.
5. It is the responsibility of the nominator to ensure the individuals requested to write a letter of support have not exceeded the two letter, per year limit.
6. The nominator should inform the author of the formatting requirements for a letter of support. A letter shall not exceed two single-sided pages, may be single or double-spaced, on 8.5”x 11” paper, with all margins (top, bottom, left and right) no smaller than 1”. Our preference is Calibri, Helvetica or Arial font – regular style, size 11. The letter of support must be signed (digital signatures accepted) by the author attesting to the validity of the information provided and given to the nominator as a PDF copy to be included with the nomination application.
7. The Nominator is responsible for collecting all three (3) letters of support. The nomination application and letters of support will be considered a complete submission. It should be submitted in one email to the attention of the Hall of Fame Committee, with the Subject line: *HOF Nomination* to the following address: hof@scvanguard.org. Please keep a copy for your records.
8. Any nominations deemed to be incomplete for any reason will be returned to the nominator, before any review is conducted, in an effort to allow the nominator an opportunity to resubmit before the February 15th deadline.
9. If your nominee is selected for the Hall of Fame ballot, you will be contacted by the Hall of Fame Committee and requested to provide a digital color photo of your nominee. Basic requirements for the photo are as follows: Resolution: minimum 300dpi/maximum 600dpi; File Type: JPEG (.jpg) and Orientation: Portrait.

WRITING A STRONG NOMINATION

The Screening and Selection Committee evaluates nominations solely on the information you submit. You should assume that your application will be the first time the reviewer is learning about your nominee. Write a powerful and concise nomination highlighting the nominee’s accomplishments, contributions and honors/awards received. Provide context for the nominee’s accomplishments, particularly Legacy nominees. Expand on why the contributions and achievements made an indelible mark on VMAPA. A lengthy nomination is not necessarily better. Quality is more important than quantity.

REMEMBER, IT BEGINS WITH YOU! Nominators play a critical role in the nominating process. Below are some tips and writing strategies to help with the:

Nomination Application:

1. Start the process early.
2. Check with the Hall of Fame Committee to ascertain if your nominee has already been nominated.
3. Read the nomination application very carefully. It is recommended that you read the **VMAPA Hall of Fame Guidelines and Rules** so that you have a complete understanding of the Hall of Fame nomination, screening, selection and voting processes.
4. Review and ask for clarification about the nomination criteria if needed.

Getting Organized:

5. Contact the three (3) individuals you want to write letters of support early to give them adequate time. Make sure the people you have selected will not be providing more than two letters of support.
6. Organize your thoughts carefully and follow the nomination application.

Gathering the Info:

7. Talk with your nominee and those who work with the individual to identify specifics about their leadership and past achievements and contributions. You may learn some additional information about your nominee that should be included.
8. Obtaining a copy of the nominee's resume may help identify ways in which he/she meets the criteria.
9. You may collaborate with others regarding your nominee and their accomplishments.
10. List how your nominee reflects the VMAPA core values and beliefs regarding their service to the organization.
11. Give examples of how your nominee has served as a role model and/or mentor for others.
12. Describe unique characteristics that go beyond being a great or nice person.
13. Share what makes that person special. Remember to write from your heart but with facts.

The Writing Process:

14. You should assume that your application will be the first time the reviewer is learning about your nominee.
15. What makes yours a "winning" nomination?
16. Cite specific and concrete examples of how your nominee meets the criteria. Use descriptive language and include a situation or example that shows the contribution or attribute.
17. Help the Screening and Selection Committee "see" your nominee's attributes and contributions.
18. Follow the directions and proofread your statements.
19. Avoid too many pronouns and run-on sentences.
20. Make the narrative clear and easy to read.
21. Communicate sincerity and personal commitment.
22. Avoid sweeping generalities and make every sentence count.
23. Organize your nomination submission effectively.
24. Have others review and critique your work.

Questions:

If you have any questions regarding the nomination process, please contact:

The VMAPA Hall of Fame Committee at the following email: hof@scvanguard.org