

*Ladies' Auxiliary
of the
Maryland State Firemen's Association*

Hall of Fame Committee

Nomination Format

February 2006

As you may or may not know, when submitting an individual's name for consideration of the Hall of Fame Award, there are a lot of things to remember about the individual, once you have determined that the individual meets the requirements of the criteria.

The HOF Award committee has tried to assist you in submitting an individual's name by listing a few suggestions that would be helpful to the committee in making their selection of the Award recipients.

Please understand that these are just suggestions only. Any other information that you wish to provide the committee to assist in selecting the most qualified individuals is certainly most welcome and is encouraged.

If the individual is being nominated by an Auxiliary the letter of nomination should be on the Auxiliary's letterhead and should be signed by an officer of the Auxiliary.

Information that is needed:

1. The name of the Auxiliary or the name of the individual submitting the nomination.
2. The name of the individual to be considered for the Award.
3. When did the Nominee begin her/his volunteer service with her/his home Auxiliary?

For each of the questions below, please specify whether the nominee was involved in the activity as a member of the Ladies Auxiliary of the MSFA, her/his County Auxiliary, or her/his Home Auxiliary:

What, if any, office has your Nominee held in the Ladies Auxiliary of the MSFA?

How long did your Nominee serve in each office?

If your Nominee was an officer what extra work was done over the normal duties?

What, if any, committees has your Nominee served on?

How long did your Nominee serve on each committee?

What committees did your Nominee chair?

If chairman of a committee what extra work did your Nominee perform over the normal duties?

What special achievements and/or recognition did your Nominee receive as a member of the Ladies Auxiliary of the MSFA?

What special training did your Nominee receive as a member of the Ladies Auxiliary of the MSFA?

What, if any, special projects did your Nominee initiate and chair for the Ladies Auxiliary of the MSFA?

What are your Nominee's present activities in the Ladies Auxiliary of the MSFA?

What makes your nominee special or unique that would make her/him deserving of the Hall of Fame Award?

Any other information about your Nominee that you feel would be helpful to the committee?

To further assist you with your nomination, you will find below a sample nomination letter that the committee has started for you. Please understand that this is only an example and is certainly not a required format.

The *Someplace in Maryland* Volunteer Fire/Rescue Auxiliary wishes to submit the name of *Jane/John I. Doe* for consideration of the Hall of Fame Award.

Ms/Mr Doe became a member of the *Someplace in Maryland* Volunteer Fire/Rescue Auxiliary in *One Month, Any Year*.

Since joining the *Someplace in Maryland* Auxiliary *Ms/Mr Doe* has held the offices of *Counter, Writer, Assistant in Charge, and Head Leader*. *Ms/Mr Doe* served as *Counter* from 1991 to 1995. During *her/his* term as *Counter*, *Ms/Mr Doe* set-up a new accounting system to better track the income and expenditures of the Auxiliary and to make it easier for end of the year reporting. *She/he* also served on the *money, traditions, and remembrance* committees.

Jane/John served as *Writer* from 1996 through 1998 and as *Assistant in Charge* from 1999 through 2000.

From 2001 through 2002 *Jane/John* served as *Head Leader* of the Auxiliary. During *her/his* terms as *Head Leader*, *she/he* established several new projects and committees. One project that *Jane/John* established required much pre-planning and investigation by *her/him* prior to appointing the committee for the project. The project involved several other organizations in the community as well as participation of the community. When *Jane/John* appointed the committee *she/he* had already set the guidelines, expectations, and some responsibilities for the committee. Because of *Jane's/John's* pre-planning, the project was a huge success and the committee was very satisfied with their accomplishment.

Jane/John served as an officer in the *Any County* Firemen's Association Auxiliary from 1994 through 1999. *She/he* held every office in the Association Auxiliary including two terms as *Head Leader*.

Although *Jane/John* has not held an office in the Ladies Auxiliary of the Maryland State Firemen's Association, *she/he* has been actively involved in several committees for the past ten (10) years. Some of the committees *she/he* has served on are the *qualifications, fire avoidance, protection, traditions, promotion, and county arranger*.