



## Henderson County Education Hall of Fame Nomination and Selection Guidelines

### Introduction

The Henderson County Education Foundation Hall of Fame honors those individuals who have demonstrated measurable influence and made significant contributions to the growth and development of education in Henderson County. The Hall provides an opportunity for special recognition of these men and women who have led our community's focus on educational excellence in Henderson County for decades. The Hall also provides the community with a focus for preserving the County's exciting educational history. One of only five Education Halls of Fame in North Carolina, membership in the HCEF Hall of Fame involves the selection of up to five nominees for induction each year. Over 120 teachers, administrators, support staff, school board members and donors have been honored since the Hall of Fame was founded in 2003.

### Nominations

Nominees must qualify and may be nominated in one of the following categories:

**Category 1: Teachers and Administrators**

**Category 2: Support Personnel**

**Category 3: Volunteers/Other Contributor**

The nomination process involves the submission of a complete nomination packet to the Henderson County Education Foundation. Nominations of candidates for consideration for the 2019 Hall of Fame Class and all supporting materials may be submitted starting September 1, 2018 and **must be received no later than 5:00 pm on November 30, 2018.**

A complete nomination package will be required for a nominee to be considered and must consist of the following:

1. A completed nomination form. The Nomination Form is at:  
<http://hcefnc.org/ourwork/halloffame/>
2. **At least three letters** of recommendation. At least one letter of recommendation must be from a peer and one from a direct supervisor, administrator or volunteer coordinator. If the nominee is being considered for their service as a teacher, one of the remaining letters must be from a former student. **Please do not submit more than five letters of recommendation.**

The nomination package may be submitted to Foundation in one of three ways:

1. in-person at the HCEF offices located at 414 4<sup>th</sup> Avenue West, Hendersonville, NC
2. by mail to Henderson County Education Foundation | PO Box 1267 | Hendersonville, NC 28793
3. electronically via email attachments (.pdf only) to: [info@hcefnc.org](mailto:info@hcefnc.org)

### Nominee qualifications include

- 🍏 Nominees must have served the public schools of Henderson County through a paid position or in an auxiliary or volunteer role for a **minimum** of ten years.
- 🍏 Nominees must be no longer actively serving the public schools, through a paid position or in an auxiliary or volunteer role, **for at least five years** at the time of nomination, whether through death, retirement, or other voluntary separation.

- 🍎 Nominees must have contributed to public schools in Henderson County through demonstration of outstanding leadership, service, and/or other significant contributions. These contributions shall be clearly detailed in the nomination form and letters of recommendation.

### Other Nomination Guidelines

- 🍎 Nominators (an individual or group) may nominate only one nominee per year in any category.
- 🍎 Hall of Fame Selection Committee members may not nominate or provide letters of recommendation for anyone nominated for this honor.
- 🍎 Individuals may be nominated multiple times in subsequent years to their initial nomination but a new nomination package must be submitted for consideration in each year.

### Selection Process and Guidelines

- 🍎 HCEF staff (paid or volunteer) will review all application forms for completeness and eligibility before submitting them to the Selection Committee.
- 🍎 The Selection Committee shall be comprised of at least three current HCEF board members and a representative of the Henderson County Education History Initiative committee.
- 🍎 The HCEF Selection Committee will select no more than five inductees and no fewer than two to honor at each year's Hall of Fame induction event. Successful nominees and their nominators shall be notified of their selection at least six weeks prior to the annual Hall of Fame event.
- 🍎 Hall of Fame honorees will be announced to the public through press releases and media coverage. Those selected for induction in the Hall of Fame in 2019 will be announced in February 2019.
- 🍎 Hall of Fame guidelines and nomination materials will be reviewed annually and updated as needed. Guidelines and nomination materials shall be made available on the Foundation website ([hcefnc.org](http://hcefnc.org)).

### The Hall of Fame Celebration

- 🍎 Those selected for enshrinement in 2019 will be honored at the **2019 Education Celebration**, to be held on April 30, 2019 at Jeter Mountain Farms.
- 🍎 Honorees or family representatives will receive an engraved award tile and a congratulatory certificate at the Hall of Fame celebration event. New members of the Hall shall have their photograph and a brief biographical statement placed on permanent display on the "Wall of Fame," located at the Central Office of the Henderson County Public Schools.
- 🍎 Contributions will be accepted in the names of honorees. Contributions can be made by mail [HCEF, PO Box 1267, Hendersonville, NC 28793] and online at [hcefnc.org](http://hcefnc.org) – Click on "Donate".



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