



## 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 130 teachers, administrators, support staff, school board members and donors have been honored since the Hall of Fame was founded in 2003.

### Nominations

Nominees are in one of the following categories:

**Category 1: Teacher and/or Administrator**

**Category 2: Support Personnel (Teacher Assistant, Administrative Assistant, Child Nutrition, Bus, Etc.)**

**Category 3: Volunteer/Other Contributor**

### Criteria for Nomination:

- 🍷 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***.
- 🍷 For a period of at ***least five years***, the nominee must no longer be actively serving the public school system in the category for which he/she has been nominated, whether through death, retirement, or other voluntary separation.
- 🍷 Nominees must have *contributed to Henderson County Public Schools* through demonstration of outstanding leadership, service, and/or other significant contributions. These contributions shall be clearly detailed in the narrative 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.

*See back for nomination process, selection process and induction details.*

## Nomination Process

The nomination process involves the submission of a complete nomination packet to the Henderson County Education Foundation. Nomination period for consideration for the 2021 Hall of Fame Class **opens September 1, 2021 and closes at 5:00 pm on January 3, 2022. *We will be utilizing on an online nomination process for the first time.*** Instructions for how to nominate online along with a paper nomination form are available on our website. [hcefnc.org/ourwork/halloffame/](http://hcefnc.org/ourwork/halloffame/)

A **complete** nomination package consists of the following:

1. A completed nomination form.
2. Three to five letters of recommendation. **Please do not submit more than five letters of recommendation.**
  - **Required:** One recommendation must be from a colleague.
  - **Required:** One from a direct supervisor, administrator or volunteer coordinator (if category 3).
  - If the nominee is being considered for their service as a teacher, ***one of the remaining letters must be from a former student.***

Submit the nomination package to Education Foundation in one of the following ways:

1. Via the online portal.
2. For those utilizing the paper nomination form:
  - a. In-person at the HCEF office or by mail at 414 4<sup>th</sup> Avenue West, Hendersonville, NC 28739
  - b. Via email attachments (.pdf only) to: [info@hcefnc.org](mailto:info@hcefnc.org)

## 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, current HCPS administrator, and a representative of the Henderson County Education History Initiative committee.
- 🍷 The HCEF Selection Committee will select *no more than* five inductees to honor at each year's Education Celebration event. HCEF will contact nominators in February 2022 with the status of their nomination.
- 🍷 Hall of Fame honorees will be announced to the public through press releases and media coverage in February 2022.
- 🍷 Hall of Fame guidelines and nomination materials will be reviewed annually and updated as needed. Guidelines and nomination materials will be made available on the Foundation website ([hcefnc.org](http://hcefnc.org)).

## Hall of Fame Induction

- 🍷 Those selected for induction will honored at the **2022 Education Celebration**, to be held on April 26, 2022 at Jeter Mountain Farm (subject to change due to the pandemic)
- 🍷 Honorees or family representatives will receive an engraved award tile, gifts and a keepsake video. Inductees will 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.
- 🍷 HCEF will accept contributions in the names of inductees. Contributions can be made by mail [HCEF, PO Box 1267, Hendersonville, NC 28793] and online at [hcefnc.org](http://hcefnc.org) – Click on "Donate".