



ALUMNI ASSOCIATION OF THE RENSSELAER NY SCHOOL DISTRICT

HALL OF FAME POLICIES

PURPOSE & ELIGIBILITY: The purpose of the Hall of Fame is to recognize and honor the accomplishments of those who have, through their high school years and post-HS careers: 1) brought pride and inspiration to RCSD students and the city of Rensselaer or their community, 2) exemplified the tradition of excellence fostered by the RCSD; and 3) reinforced to current students the importance of a sound educational foundation. Those who are eligible must be one or more of the following: 1) RCSD graduates; 2) RCSD attendees and/or; 3) RCSD faculty, administration or parent volunteers. Posthumous entries are also eligible.

NOMINATION PROCEDURE:

- Anyone can nominate a candidate, using and following the instruction on the nomination form, and who meet the eligibility requirements.
- Nominees cannot nominate someone in the same year that they are nominated.
- Self-nominations are allowed.
- A Call for Nominees will be publicly announced once a year through letters, websites, emails, etc.
- Nominations will be received continually but no later than (2 ½) two and a half months prior to the date of the induction ceremony.
- Nomination forms will include 1) identifying information, 2) the category for nomination, 3) supporting documentation such as resumes, news clippings, articles, letters of endorsement, etc. and 4) personal references.
- Forms will be completed and submitted within the above time-frame.
- The selections will be publicly announced e.g. newspapers, websites, emails within a month of the submission deadline and in public at an annual awards induction ceremony in the spring, preferably around the end of April.
- Nominees will be inducted by the Alumni Association President or designee, e.g. the person that nominated them or another committee member. A tangible item such as a plaque, a trophy, certificate, etc. will be presented to the honoree or a family member of a posthumous honoree, indicating that the person is inducted into the Alumni Hall of Fame and the year. The Alumni Association will maintain a Hall of Fame Plaque with each inductee's name and the year of induction. The plaque will be displayed in the High School.

SELECTION COMMITTEE: A Selection Committee will be chosen by the President and consist of a variety (age, gender, backgrounds) of people familiar with the RCSD and community e.g. past or present school administrators, faculty, community members, and/or active alumni association members. The committee will review the applications and rank them in order of preference, based on the merit of the applications and also indicate if any applications do not meet the criteria stated in the application instructions and this policy statement. If there are no viable nominees, the committee may extend the deadline and receive other applications.

SELECTION CRITERIA: Excellence/Achievement through demonstrated accomplishment, leadership and/or character. Nomination categories will include: 1) profession; trade, business, industry; 2) community service; 3) cultural endeavor such as art, music, dance, theater or literature; and 4) charitable contribution. This can be on a local, state, national or international level.



HALL OF FAME NOMINATION FORM

Instructions: Please write in ink. Complete and attach additional pages if space is inadequate on the form.

Include supporting documents such as newspaper clippings, articles, letters, photos, etc.

The more thorough your application, the better your chances that the candidate will be selected. Hard copies should be completed and sent to President, Alumni Association of the Rensselaer NY School District, 25 Van Rensselaer Dr., Rensselaer, NY 12144. E-submissions can be sent to LynneBmeister@gmail.com.

Submissions should be sent as soon as possible, **but no later than February 4th, 2019**. Review attached Policies for further information on nomination procedures, selection criteria and Hall of Fame.

Nominator Information:

First Name: _____ Middle Initial _____ Last Name: _____ Maiden Name: _____

Degree Title, if applicable: ___ Alumnus yes no; Last year of school attended ____ If graduated, year ____

Address: _____
Street City State Zip

Phone(s) Home: _____ Cell: _____ Email Address: _____

On Facebook? yes no; LinkedIn? yes no; Other: _____ Website: _____

Candidate Information:

First Name: _____ Middle Initial _____ Last Name: _____ Maiden Name _____

Degree Title, if applicable: ___ Alumnus yes no. Last year of school attended ____ If graduated, year ____

Address: _____
Street City State Zip

Phone(s) Home: _____ Cell: _____ Email address: _____

On Facebook? yes no; LinkedIn? yes no; Other: _____ Website: _____

Personal Information Spouse's/Partner's Name _____ children # _____ grandchildren # _____
Hobbies: _____

Employment: _____

Areas of Candidate's Contribution (check all that apply)

the Arts Athletics Academics Law/Justice Religion Medicine/Health/Fitness Politics/Gov't

Service/Military Business/Technology Communications/Publishing Community Service
 Other

Candidate's Resume (summarize below OR attach **detailed resume** including these areas)

Education: include all schools attended and years, course work, degrees, honors, etc.

Post education accomplishments, awards and recognitions in area of candidate's contribution to the community of Rensselaer, or the community in which they reside (**attach supporting documentation such as certificates, news clippings, photos, etc.**)

State why you feel this individual should be inducted into the Alumni Hall of Fame including their connection to the Alumni Association or Rensselaer schools/community. **Include supporting documentation as described above. We cannot just take your word for it:**

Signature of

Nominator: _____ Date: _____

MAIL THIS FORM TO THE ALUMNI ASSOCIATION, 25 VAN RENSSELAER DR., RENSSELAER, NY 12144, NO LATER THAN **FEBRUARY 4th, 2019** or digitally to LynneBmeister@gmail.com.