Alumni Association of
Rensselaer NY School District
25 Van Rensselaer Dr., Rensselaer, NY 12144
Alumniofrensselaercity@gmail.com

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-high school careers: 1) brought pride and inspiration to Rensselaer City School District students and the city of Rensselaer or their current 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 who meets the eligibility requirements by using the instructions on the nomination form.
- 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 9 weeks prior to the date of the induction ceremony. If received later, the individual's application will be saved for the following year's induction.
- Nomination forms **MUST** 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 must be completed and submitted within the above timeframe.
- The selections will be 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, city and 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 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 of the highest standard through demonstrated accomplishment, ethical conduct, leadership and/or moral character.
Nomination categories will include:
1) profession, trade, business, industry
2) community service
3) cultural endeavor such as art, music, dance, drama or literature
4) charitable contribution. This can be on a local, state, national or international level.
5) athletics

adopted 12/8/25

HALL OF FAME NOMINATION FORM

Instructions:

The form must be neatly handwritten or typed and no pertinent sections omitted. Please attach additional pages if space is limited on the form. Include supporting documents such as newspaper clippings, articles, letters, photos, etc. **Incomplete applications or applications without supporting documentation will not be considered.** 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 Rensselaer NY School District, 25 Van Rensselaer Dr., Rensselaer, NY, 12144 or e-submissions can be sent to alumniofrensselaercity@gmail.com. All submissions are **due no later than February 6, 2026**. Review attached Policies for further information on nomination procedures, selection criteria and Hall of Fame.

Nominator Information

First Name:_____ M I:____ Last: _____Maiden:_____

Degree Title, if applicable: _____ Alumnus? ____Last year of school attended _____ graduated ?_____

Address:_____
Street City State Zip code

Phone(s) Home: _____Cell: _____

Email Address: _____

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

Candidate Information:

First Name:_____MI____Last:_____Maiden:_____Posthumous? _____

Degree Title, if applicable:_____ Alumnus? _____ Last year of school attended ____ graduated?_____

Address:_____
Street City State Zip code

Phone(s) Home: _____ Cell: _____

Email address:_____

On Facebook? _____; LinkedIn? _____;
Other:_____Website:_____

Personal Information
Spouse/Partner Name_____children #_____ grandchildren #_____

Hobbies:_____

_____

Employment History:
_____

_____

_____

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 the areas listed. Get help from the candidate or family member for posthumous candidates.)

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

Post education accomplishments, awards and recognition in areas of candidate's contribution to the community of Rensselaer, or the community in which he/she resides (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 his/her connection to the Alumni Association or Rensselaer schools/community. Include supporting documentation as described above.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Nominator
Signature:_____Date:_____

MAIL THIS FORM AND SUPPORTING DOCUMENTATION TO THE President, ALUMNI ASSOCIATION OF RENSSELAER NY SCHOOL DISTRICT, 25 VAN RENSSELAER DR., RENSSELAER, NY 12144, **NO LATER THAN FEBRUARY 6** or electronically to alumniofrensselaercity@gmail.com or alumniassociation@rcsd.k12.ny.us