

# Forest Park Achievement Hall of Fame

## **I NAME**

The committee shall be named the Forest Park Achievement Hall of Fame.

## **II PURPOSE**

The Forest Park Achievement Hall of Fame is organized for the purpose of honoring the accomplishments, commitments, and contributions of individuals who have made an effort worthy of such recognition. In addition, the Hall of Fame will showcase these individuals as a means of inspiring current and future generations in our community.

## **III GOVERNANCE**

The Hall of Fame shall be governed by a Hall of Fame Selection Committee, which shall include an Administrator and a Board of Education member as well as additional members from the school and community. A majority vote will be needed for all decisions. The committee shall consist of no less than five (5) and no more than seven(7) members.

Committee members shall be initially determined by the Forest Park School Board. Committee members shall serve indefinite terms or until such a time that they resign their position.

In the event a position becomes available on the board, applications will be accepted in the form of a written letter.

The duties and responsibilities of the Hall of Fame Selection Committee shall be as follows:

1. Attend the regular scheduled selection meetings.
2. Annually evaluate the nomination of individuals submitted which fulfill the requirements for consideration.
3. Evaluate and update the policies and operational procedures of the Forest Park Achievement Hall of Fame. This is to be done on an annual basis.
4. Validate and approve all worthy candidates for induction into the Forest Park Achievement Hall of Fame. This is to be done under the parameters as set forth in this document.
5. Keep all the action of the Selection Committee confidential.
6. Uphold the integrity and values sought by the establishment of such a committee

## **IV CRITERIA**

Individuals may be nominated representing the following categories. The subsequent criteria in each category will serve as guidelines which the selection committee can use, but are not

limited to. When necessary, the selection committee will reserve the right to take into consideration other criteria.

1. **CONTRIBUTOR:** An individual who has made significant and outstanding contributions to the to the school district and/or athletic programs at Forest Park.
2. **DISTINGUISHED ALUMNI:** An individual who has experienced significant success in his/her field at the post secondary level in anything outside of athletics. Forest Park graduates who have had significant success outside of Forest Park will also be considered. Examples include but are not limited to the following:
  - a. An individual's career
  - b. Community or volunteer service either in the Forest School District or the individual's community of residence.
  - c. Distinguished military service
  - d. Academic awards or achievements at the postsecondary level
3. **ATHLETE:** Any person who distinguished himself/herself in the field of athletics. The athlete will not become eligible until 10 years after their class graduates.
4. **COACH/ADMINISTRATOR:** Any coach/administrator who distinguished himself/herself by making significant contributions at Forest Park School District. The nominee must be inactive to be eligible for consideration.
5. **PRECONSOLIDATION:** Any contributor to our greater Forest Park School District before consolidation will also be eligible for nomination. This includes Alpha, Amasa and Crystal Falls.

## **V SIZE OF INDUCTION CLASS**

Each class of inductees shall be up to a maximum of 4 per year.

## **VI NOMINATIONS**

Nominations will be accepted from any interested person, including the selection committee, faculty, staff, administration, alumni, and the general public. There are no restrictions on who may submit a nomination, but an individual must be nominated by someone other than himself or herself, including posthumous nominations.

The burden of research for a nominee's accomplishments shall be the responsibility of the person(s) submitting the nomination. Each application shall, at a minimum, include the following information:

1. A letter of recommendation from the person making the nomination. Other letters of support from appropriate individuals who can validate or substantiate pertinent information related to the accomplishments of the nominee are optional.
2. A limited number of newspaper clippings, magazine articles, records, scorebooks, yearbooks clippings, copies of contributions of the nominee.
3. A suitable photograph for reproduction must be submitted.
4. The person making the nomination must include contact information with nomination.

All nominations must be submitted by May 1 of each year to be eligible for the Hall of Fame induction, as outside input may be required. Selection for the following induction year should be completed no later than June 1 of the current committee year in order to notify inductees and prepare awards for a fall induction ceremony.

Once nominated, a nominee's information will remain on file for 3 years, and will be considered on a yearly basis. If a nominee is not chosen within the 3 years of initial submission, he or she can be nominated again. Names of these individuals will be held in confidentiality by the board members.

## **VII PROCEDURES FOR SELECTING INDUCTION CLASS**

The Hall of Fame Selection Committee will meet annually to select candidates based on the criteria presented in this document. The meetings to determine the induction class will take place after the May 1 deadline for nominations. Nominees must receive a majority of the votes cast in order to gain induction.

## **VIII Removal**

1. Inductees may be removed from the Hall of Fame for cause. Cause may include, but is not limited to, misrepresenting qualifications or achievements, or demonstrating conduct that is detrimental to the image and mission of Forest Park School District. The Committee may also remove an inductee if the Committee finds that a mistake or error has been made in the evaluation of the inductee's qualification for induction.
2. The Committee shall notify an inductee prior to removing them from the Hall of Fame and the inductee may request a hearing before the committee prior to a vote for removal.
3. An inductee may be removed from the Hall of Fame by a majority vote of the Committee.

## **IX INDUCTION CEREMONY**

An induction ceremony consisting of a public announcement, introduction at a fall sporting or school event, and a recognition dinner shall take place each year. Each inductee shall receive a plaque in commemoration of this accomplishment.

## **X. Reservation**

The Committee, at its sole discretion, reserves the right to make exceptions to the guidelines herein if such exceptions forward the goals of the Hall of Fame. Additionally, the Committee may consider nominations that do not meet the specific requirement of induction, but do meet the spirit of recognizing the goals and purpose of the Forest Park Achievement Hall of Fame.