 

|  |  |
| --- | --- |
| **Nominee Name** |  ***Please type within form*** ***ENTER FULL NAME***  |
| **Category** | ☐Athlete |  | ☐Coach | ☐Contributor |
| **Brief description of accomplishments** |  |
|  |
| **Name Nominator** |  |
| **Address Nominator** |  |
|  |
| **Signature Nominator** |  | **Date** |
| **E-Mail Nominator** |  | **Phone** |  |
| **Contact Information for your Nominee** |
| **Name Nominee** |  |
| **Address Nominee** |  |
|  |
| **E-Mail Nominee** |  | **Phone** |  |
| **School/Affiliation** |  |
|  |
| **If the nominee is deceased, please list closest living relative or a contact person** |
| **Name** |  |
| **Address** |  |
|  |
| **E-Mail** |  | **Phone** |  |

**A Personal Bio Form will be sent to either the nominee or closest relative/contact person**

For Office Use Only

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NEXT STEPS**

Once the attached Nomination Form is submitted to the HOF Selection Committee, the nominee or next closest relative/contact person will be sent a **Personal Bio Form**. You may want to let your nominee know that the following information will be required along with the Personal Bio Form:

**Requirements for Consideration:**

Only the following package of materials should be submitted for an individual to be considered for induction into the OPHS Athletic Hall of Fame.

1. **Nomination Form:** A completed nomination form
2. **Personal Bio Form**: sent to the nominee or closest relative/contact person
3. **Support Material:** The total number of support material pages must not exceed five (5) pages. The five pages are in addition to the nomination form and the three letters of recommendation.
4. **Photograph:** A 4”X 6”or 5”x7” portrait style photograph should accompany the nomination form. Digital photo (jpeg) preferred.

**Instructions:**

All **Nomination Forms** must be sent to the OPHS Athletic Director, **postmarked by Monday April 1, 2024**

David Hack

Orchard Park High School

4040 Baker Road

Orchard Park, NY 14127

**Or email to: dhack@opschools.org**

**Your nominee will need to use the following guidelines when preparing their nomination materials:**

1. All materials must be submitted on 8.5”x11” paper.
2. All materials must be presented in typewritten or computer-generated form.
3. Do not use notebooks or portfolios with plastic sheet covers.
4. Do not use highlighters to outline specific facts or underline or draw arrows to mark copies.
5. Nomination form must contain all required signatures.
6. Put names on any photo(s).

**Biography forms will be forwarded to each nominee.**

**Biography deadline date will be Wednesday May 1, 2024.**

 The OPHS Athletic Hall of Fame induction ceremony will be held annually on the Saturday of the OPHS Homecoming. All inductees or a representative must be present at the induction ceremony. Posthumous inductees will need to be represented by a family member or appropriate individual.