

NOMINATION TO ELLINGTON WALL OF HONOR APPLICATION

Name of Nominee: _____ Date: _____

Last Known Address: _____

Residency in Ellington: _____ years

Biographical Information:

Family: _____

Education: _____

Occupation: _____

Commission(s) / Organization(s) Served	Dates Served

REFERENCES			
Name	Address	Organization <small>(if applicable)</small>	Telephone
1.			
2.			
3.			

Reasons for Nomination (Narrative): If more space is required, please attach additional sheet(s).

Contact Person _____

Name

Address

Telephone Number

This information is needed for notification purposes. Anonymous nominations will not be considered.

ELLINGTON WALL OF HONOR POLICY

The Ellington Wall of Honor, located in Arbor Park, will be used to honor and recognize deserving citizens, living or dead, for exceptional contributions to the Town. The following policy will be used in selecting a recipient of this honor.

- A maximum of one designee each year will be honored. While it is anticipated that such designee would normally be one person, two or more persons who had made a contribution to the town jointly, will be deemed one designee. The committee should not be compelled to select a recipient each year; however, the committee may select three (3) to five (5) recipients for the first year in which this policy became effective.
- Applications to be considered for this honor must be made through the First Selectman's Office by July 1st of each year. The Policies Committee will review the applications and make a recommendation to the Board of Selectmen. Selection of the recipient will be made at the July Board of Selectmen's Meeting. A proclamation will be read at a public ceremony to be conducted by the First Selectman at the Wall of Honor during the month of September.
- Applications must include a narrative of qualifications for this honor, including name, address biographical information, list of organizations served with dates, 3 references of individuals or organizations and reason for nomination. Selectmen should not recommend candidates for the Wall of Honor.
- The honoree must have been a resident of Ellington for at least ten years or a non-resident who has served the Town for 10 years or more.
- Applications will be kept on file for a period of 3 years for consideration if not selected in the first year that it was submitted.
- An engraving will be placed on the wall with uniform lettering and will contain the name and date of the event.
- Recipients of the awards will be cataloged in a registry, which will be maintained in the Town Clerk's Office and the Hall Memorial Library.
- The Honoree's name and description of the recipient will be included in the front cover of the Town's annual report.
- To promote advertisement of the Wall of Honor process, a press release shall be prepared referring interested parties to the First Selectman's Office. The Wall of Honor Policy shall be included in the Spring Edition of the town newsletter and also shall be placed on the town's website.

Return application to the First Selectman's Office, 55 Main Street, PO Box 187, Ellington, CT 06029

Board of Selectmen Approved: 09/18/00
Revised: 5/14/01; 4/8/02; 8/15/05; 9/17/07