



## **NOMINATION INFORMATION**

The nominator will be responsible for coordinating / collecting / completing the following documentation:

- (1) Nomination Form. The online nomination form can be accessed from the district's website ([www.ketteringschools.org](http://www.ketteringschools.org)), under the Community Links tab. This online form allows for the attachment of letters of support/recommendation for the individual being nominated.
- (2) Letters of Recommendation. Letters of support from others (teachers, district staff, administrators, students, community members) who have personal knowledge of the candidate's contributions to education are welcomed, and providing specific examples of situations or events is encouraged. Letters of recommendation should be collected by the nominator and submitted electronically via the Roush Hall of Fame Nomination Form link, located on the district's website ([www.ketteringschools.org](http://www.ketteringschools.org)), under the Community Links tab. NOTE: "Group" letters (letters signed by multiple individuals) will not be considered.

**Nominations and letters of recommendation will remain active for four years.** If a candidate is not selected, his/her nomination will be reconsidered by the Selection Committee for three additional years. After this time, the candidate must be re-nominated, requiring all documentation to be re-submitted.

**The deadline for submitting nominations is the first Friday in September.**

**Questions?**

**Please contact the Community Relations Office at (937) 499-1458**