

Notre Dame Prep Athletic Hall of Fame Nomination Instructions - Updated July 2024

Welcome to the nomination process for the Notre Dame Prep Athletic Hall of Fame. Thank you for helping us recognize the outstanding individuals who have greatly contributed to the success of the Notre Dame Prep athletic program. Following are the instructions for hall of fame nominations:

Nomination Checklist:

To nominate an Athlete:

1. Fill out the **Personal Data Form**
2. Fill out the **ATHLETE section of the Nomination Form**
3. Fill out the worksheet section of the **ATHLETE Nomination Form**.
4. Write or obtain at least one letter of recommendation
5. Submit a photo of the nominee (must be at least 2x3 and 300 DPI, portrait style, and sent as a jpeg format)

To nominate a Coach:

1. Fill out the **Personal Data Form**
2. Fill out the **COACH section of the Nomination Form**
3. Fill out the worksheet section of the **COACH Nomination Form**.
4. Write or obtain at least one letter of recommendation
5. Submit a photo of the nominee (must be at least 2x3 and 300 DPI, portrait style, and sent as a jpeg format)

To nominate a Contributor:

1. Fill out the **Personal Data Form**
2. Fill out the **CONTRIBUTOR section of the Nomination Form**
3. Write or obtain at least one letter of recommendation
4. Submit a photo of the nominee (must be at least 2x3 and 300 DPI, portrait style, and sent as a jpeg format)

Nomination Submission:

1. Fill out the appropriate forms, including the letter(s) of recommendation and photo, and submit a complete packet electronically to: athletics@ndpma.org. For the inaugural year (Class of 2024), nominations are due by November 1, 2024. The inaugural Hall of Fame Class will be announced no later than December 20, 2024. Nominations will be active for five (5) years.
 - a. For all following years (Class of 2025 and future classes), nominations are due by February 1, and are active for five (5) years. The Hall of Fame Class will be announced no later than June 1 of each year.

INCOMPLETE NOMINATIONS WILL NOT BE CONSIDERED

Once again, thank you for helping us recognize the individuals that have made an impact on the Notre Dame Prep Athletic Program as an athlete, coach, or contributor.