

## **INSTRUCTIONS: NOMINATIONS FOR THE LUVERNE ALUMNI HALL OF FAME**

In addition to the completed application (which follows these instructions), the following documents and information should be included as complete as possible:

1. Nominee biography and resume that would include the following information: local contacts, educational background, work vitae, community service; and other relevant information.
2. Explain the nominee's identity/affiliation to Luverne Public Schools.
3. Any additional information supporting the nomination to the Luverne Alumni Hall of Fame.
4. Explanation of how the nominee has received public recognition.
5. List of the nominee's major awards, honors, prizes or recognition.
6. Include a photograph, if possible.
7. Three additional letters of support in addition to the completed application.

## **CRITERIA**

The Luverne Alumni Hall of Fame accepts nominations based on the following criteria:

1. The nominee may be living or deceased.
2. The nominee must be someone who attended Luverne Public Schools for a minimum of 8 (eight) years or who has graduated from Luverne High School.
3. The nominee must have led an exemplary life of good character following graduation.

## **SELECTION**

Luverne Alumni Hall of Fame inductees will be selected based on the following criteria:

1. Excellence in their profession.
2. Exceptional service, volunteerism or contributions to community on a local, regional, state, national or international level.
3. Excellence in personal endeavors that are recognized on a local, regional, state, national or international level.
4. Exceptional contributions to education at local, regional, state, national or international level.

## **NOMINATION AND INDUCTION PROCEDURES**

1. Nominations are accepted annually beginning January 1st— April 30th each year.
2. Nominations may be made by alumni, current or former faculty and staff, administrators, interested parties and community members of Luverne Public Schools.
3. Nominations will be kept on file and reconsidered for the next five years following submission. Candidates may be re-nominated if not selected.
4. All nominators and nominees will be informed of the selection of inductees no later than the end of June of each year.
5. An annual induction ceremony is planned for the fall of each year during the weekend of the Luverne High School Homecoming Football Game.

# - Nomination Form -

## LUVERNE ALUMNI HALL OF FAME

Please return this completed form, along with support documentation required to:  
LUVERNE ALUMNI HALL OF FAME

709 North Kniss Avenue Luverne MN 56156 or email: [c.oftedahl@isd2184.net](mailto:c.oftedahl@isd2184.net)

**APPLICATIONS ARE ACCEPTED ANNUALLY: JANUARY 1 THRU APRIL 30**

NOMINEE NAME:

ADDRESS:

CITY/STATE/ZIP

CONTACT PHONE:

EMAIL ADDRESS:

LIST THE NOMINEE'S SIGNIFICANT ACCOMPLISHMENTS:

NOMINATOR'S NAME:

ADDRESS:

CITY/STATE/ZIP

CONTACT PHONE:

EMAIL:

RELATIONSHIP TO NOMINEE: