

## **NOMINATION GUIDELINES**

Marion County has established the Marion County Veterans Hall of Fame to recognize and honor those military veterans who, through their work and lives during or after military service, have made a significant contribution to Marion County.

Please Note: The Marion County Veterans Hall of Fame is not intended to recognize solely military achievement but also includes achievements and contributions to Marion County.

1. The Nominee must meet the following criteria:
  - a. Must be a resident of Marion County for a minimum of (3) years and must currently reside within Marion County.
  - b. Meets the definition of “Veteran” as defined by section 1.01 of the Florida Statutes as determined by the Department of Defense documentation, such as a DD Form 214, or proof of service from the Florida National Guard with an NGB Form 22.
  - c. Received an honorable discharge from the United States Armed Forces and provided official documentation verifying discharge status.
  - d. Has exhibited good moral character.
  - e. Posthumous nominations are accepted. Records to document military service are still required. If no DD Form 214 or NGB Form 22 is available, provide other documentation to include discharge papers, news articles, affidavits, official letters of service from their branch of service, the DoD, the Florida National Guard, or other documentation that can be verified. (To obtain copy of military service records, go to [www.archives.gov/veterans](http://www.archives.gov/veterans)).
2. The Selection Process will be conducted using a uniform nomination form. This form is available on the Marion County Veterans Hall of Fame website ([www.marionfl.org/veteransHOF](http://www.marionfl.org/veteransHOF)) and is to be submitted to the Marion County Veterans Hall of Fame Committee either by mail or Email. The Hall of Fame submission period is from November until January 31 annually or until the first 25 nominations are received, whichever occurs first.
  - a. Marion County Veterans Hall of Fame Nomination Forms ensure information about the nominee must be accurate and current, particularly contact information. This form requires the nominators’ signature to validate the accuracy of the information and that it follows the nomination guidelines. In the case of a deceased nominee, please provide the name of next of kin along with contact information.

- b. Verification of Veterans' Status. Provide the full names, rank and branch of service of the nominees. Attach all copies of official documents verifying veterans' service. (e.g.: DD Form 214 or NGB Form 22). Please note the earlier comments regarding the information required for a deceased nominee in paragraph 1d. Provide the best supporting documentation available.
- c. Summary of Education and Training Accomplishments: Provide a simple chronology of education and training accomplishments. List or attach any significant achievements, recognitions, etc. List schools attended, degrees obtained, and any academic awards earned. Vocational or technical training and schools; professional training programs completed and dates; and any other community training programs to include volunteer firefighter, Red Cross, etc., may also be included.
- d. Summary of the Nominee's Professional or Employment History: Provide a simple chronology of professional and employment history to include: history of employers/companies/businesses; positions and promotions; professional publications and presentations; professional awards, recognition and certificates. Attach any significant awards, recognitions, etc. that may be pertinent.
- e. Summary of Nominee's Advocacy on Behalf of Veterans: Summarize any contributions and recognition of the nominee in relation to veterans' advocacy or veterans' support programs or initiatives. This may include the nominee's active involvement with Veterans' Organizations, community patriotic projects and committees and participation/support for patriotic events, etc.
- f. Summary of Nominee's Civic Activities and Contributions: Summarize the nominee's volunteer activities, civic activities and contributions: elected or appointed offices held; civic or fraternal affiliations and contributions.
- g. List of any Awards or Honors: Includes Presidential Awards, Who's Who, Citizen of the Year, etc.
- h. Written Narrative – Why do you feel this individual should be considered for the Marion County Veterans' Hall of Fame? This comprehensive description should explain the significant contributions the nominee made to Marion County in civic, business, public service or other pursuits. Military records alone without

supporting documentation of a veteran's contribution to other veterans and their community will not be considered.

3. The nomination packet must include discharge papers and the required nomination form. Letters without supporting documents recommending your nominee for inclusion in the Hall of Fame will not be considered. Multiple nominations for a single individual are discouraged. Nomination packets for those selected may be revised and resubmitted for subsequent nomination periods.
4. All nominators, after providing their name on the nomination form, should state their relationship with the nominee and contact information. Examples may include next of kin, family member, admirer, co-worker, etc. Self-nominations are not accepted.
5. Please note that all materials provided to the Marion County Veterans Services for the Veterans Hall of Fame are public record and are subject to disclosure upon request pursuant to Chapter 119, Florida Statutes. Please do not submit to the Committee information of a confidential or personal nature that should not be published publicly. Please do not send original documents because they will not be returned.
6. Please note ONLY the nominator will be notified if the nominee is NOT selected.

Nomination packets must be received no later than January 31 annually.

**Mail or Email Nomination packet to:**

VeteransServices@MarionFL.org  
Marion County Veterans Services  
Attn: Marion County Veterans Hall of Fame  
2730 E. Silver Springs Blvd. Unit #100  
Ocala, FL 34470