

Otsego Local School District
Hall of Fame
P.O. Box 290 Tontogany, OH 43565



Overview and Nomination Form

PURPOSE:

This award program is designed to recognize individuals who have brought honor to themselves by making significant impacts or contributions to the school, community, or students. The Otsego Hall of Fame also exists for all alumni who have earned distinction beyond graduation. These individuals have made noteworthy achievements as successful adults in their chosen careers and/or have served as benefactors of mankind. The Otsego Hall of Fame also recognizes individuals who have made outstanding contributions to Otsego Local Schools as a staff member, coach, or friend of Otsego.

I. CRITERIA FOR CONSIDERATION:

- A. All candidates must be nominated on an official Hall of Fame nomination form. An individual may not nominate himself/herself, but can be made by members of his/her family or any other individual with knowledge of that individual's accomplishments. The candidate must be eligible in one of the following categories:
1. The nominee, if an ALUMNI, becomes eligible 5 years after the time his/her class graduated from Otsego High School. Nominees must have been in good standing during their years at Otsego High School and excelled in their chosen profession, community service, civic involvement, etc. There is not a set criteria for what "excelled" includes. It is up to the selection committee to make a determination for induction based on the nomination package for each nominee.
 2. The nominee, if a SCHOOL EMPLOYEE, must have been employed at least 10 years in the Otsego Local School District and have made an outstanding contribution and/or exhibited accomplishments that positively impacted students and/or the school.
 3. The nominee, if a COACH, must have coached at least 10 years in the Otsego athletic program and must have made an outstanding contribution to the athletic program.
 4. The nominee, if a FRIEND OF OTSEGO, will be considered if he/she has made ongoing and outstanding contributions to the school district over many years. This could be through volunteer service and/or financial contributions. Examples of "friends" could include, but are not limited to, community members, long time volunteers, and/or financial benefactors.

- B. The record and or the contribution of the individual must be so outstanding that there is no question as to his/her qualifying for the Hall of Fame.
- C. The nominee must have demonstrated good citizenship in school and post-graduation.
- D. All inductees must be able to attend or be represented at the recognition banquet.
- E. A maximum of 5 individuals will be inducted in a given year.
- F. If a nominee is not selected, his/her nomination will remain active and will be reconsidered each year for a maximum of 3 nomination cycles.
- G. Nominations are due in the Otsego Local Schools Central Office by November 22nd in order to be considered for induction for that year.

II. WHO MAY NOMINATE

- A. An individual may not nominate himself/herself, but a nomination can be made by members of his/her family or any other individual with knowledge of that person's accomplishments.
- B. Members of the selection committee may nominate an individual for induction.

III. SELECTION COMMITTEE may consist of:

- A. School Board Member
- B. Current Principal
- C. Certified Employee
- D. Classified Employee
- E. Student Government Representative
- F. Athletic Booster Representative
- G. Music Booster Representative
- H. FFA Booster Representative
- I. PTO Representative

IV. SELECTION OF INDUCTEES

- A. The selection committee will be notified of all eligible candidates no later than December 2, 2013. Each member will receive the names of eligible candidates and the nomination form.

- B. The committee must meet to select that year's induction class no later than December 13, 2013. Should a committee member be unable to attend, he/she may vote by absentee ballot provided it is turned in prior to the meeting date.
- C. At the selection meeting, all materials will be made available to the committee for review. Once all questions and concerns have been addressed, a written vote will be held. For a nominee to be elected, he/she must receive a minimum of 2/3 vote. (Should a committee member be a nominee, he/she may not vote for himself/herself. Members may vote for nominees they have nominated.)
- D. There shall be no minimum number of members to be inducted with a maximum set at five. Each committee member can vote for a minimum of 3 and a maximum of 5 people. In case of a tie, for numbers of inductees, total votes received will be used to break the tie. Should a tie still exist, a second ballot for these individuals must be taken with the members voting only for the number of positions on the class still available. If after two votes, the tie cannot be broken, the committee may agree to accept both/all nominees that were tied.
- E. The individual(s) or his/her family member(s) will be notified upon being selected for the Hall of Fame no later than December 20, 2013.

V. INDUCTION CEREMONY

- A. A committee will be appointed to handle all arrangements for the ceremony and reception.
- B. The awards presentation & recognition reception will take place in February. (The date of the induction will be left up to School Administrators. The month and day is subject to change each year.)
- C. Awards- each inductee/ family representative will receive a plaque that includes the inductee's name and reason for nomination. A name plate will be added to The Otsego Hall of Fame plaque which will be located on the wall of fame in the school building.

Home of the Knights



Otsego Local School District

Hall of Fame Nomination Form

To nominate an individual, please complete both pages of this form along with any documentation if applicable and return to:

Otsego Local Schools
P.O. Box 290
Tontogany, OH 43565
Attn: Lauri Dunham
Hall of Fame Chairperson

Nomination Due Date:
November 22, 2013

Submission Date: _____

Awards Presentation and Recognition:
Date- Friday, February 14, 2014
Time- TBA
Location- Otsego High School

For More Information:
Lauri Dunham
419-823-4381 ext. 4008
ldunham@otsegoknights.org

Nominee Name _____

Address _____

City _____ State _____ Zip _____

Phone of Nominee _____ Email (if known) _____

Year of Graduation (if applicable) _____

Nominator _____

Address _____

City _____ State _____ Zip _____

Phone of Nominator _____ Email _____

Relationship to Nominee _____

Please check the category of nomination:

_____ Otsego Alumni

_____ Otsego Coach

_____ Otsego School Employee

_____ Friend of Otsego Local Schools

On a separate piece of paper please respond to the following questions:

1. Primary justification for nomination of this person.
2. Specific honors, awards and/or accomplishments of this person while in high school (if applicable).
3. Personal achievements after high school (if applicable).
4. Contributions, noteworthy achievements which impacted Otsego students, staff, the school, and/or community.
5. Include specific dates when possible.
6. If additional supportive information is provided (media articles, photographs, etc,) please limit this to no more than TEN pages. Please do not include videos, scrapbooks, or other large items, due to this being kept on file up to 3 years for review in future induction classes. Items submitted will not be returned.

Thank you for taking the time to nominate this candidate who has brought honor to himself/herself and Otsego Local Schools. Otsego is privileged to have dedicated individuals who make such a huge impact on students' lives. We are also proud of the Otsego graduates who have become successful in their careers and have made significant contributions to society. We will continue to work hard to educate all students and prepare them to meet the challenges of their future careers. The school district values the time and effort put into shaping the lives of students each day. We appreciate your help in recognizing the individuals who have made it happen.

The Otsego Hall of Fame is accepting donations to fund this program. Please contact Lauri Dunham at ldunham@otsegoknights.org if you are interested in making a donation.



The Otsego Hall of Fame was established in 2012.