

MISSOURI VETERANS' HALL OF FAME, INC.

(MVHoF)

NOMINATION INFORMATION

CRITERIA AND GUIDELINES

(Recommend reading the complete package before you begin)

- Nominations: The Missouri Veterans' Hall of Fame, Inc. (MVHoF) was organized to honor those who have honorably served in the US Armed Forces, and have contributed exceptionally to community, state and/or nation.

- Criteria:
 - Eligibility: The nominee must be:
 - A veteran, living or deceased, who wore the uniform of this nation's Armed Forces, performed his/her military duties, and received a discharge under honorable conditions from U.S. military service.
 - A Missouri connection - Either born in Missouri, entered military service from Missouri, or lived in Missouri for a minimum of eight years.
 - Contributed exceptionally to the Community, State, and/or Nation before, during or after service.
 - Additionally, the veteran must be of good character; and have no felony convictions.

 - NON-Eligibility: To preclude conflict of interest or the appearance thereof, the following individuals are not eligible for nomination:
 - MVHoF Board members, Advisors or Employees of the MVHoF.
 - Members of MVHoF Selection Committee (SC).
 - MVHoF members may be eligible three (3) years after they have ceased service therewith.

- Letters that simply recommend the nominee for inclusion will not be considered.
- Multiple nominations for a single individual are discouraged.
- The deadline for submitting or mailing the Nomination Package is April 30th of the year for which the veteran is being nominated.
- General guidelines and required documents for Nomination:
 - Nomination Form: Signed and dated before April 30th. Please be accurate and sign the form indicating your validation of the data.
 - Cover Letter that provides a summary of the nominee's Military Service branch, service time, rank, military duties and any highlights or special awards while serving. Also include a statement on how the veteran meets the Missouri connection criteria. See eligibility requirements.
 - Nominee's Discharge Orders (DD Form 214, NGB Form 22, or a Report of Separation).
 - If the veteran does not have a copy of his/her Discharge Orders, he/she (or if deceased, relatives) may request the Discharge Orders and/or the nominee's decorations on SF Form 180, Military Record Requests by going to one of two websites www.archives.gov/st-louis/military-personnel/ or www.archives.gov/veterans/military-service-records/.
 - Summary of why the nominee should be inducted into the MVHoF. Describe the veterans contribution to Community, State, and Nation in an exemplary manner, valor, achievement or service. Create a

synopsis of the Nominee's life accomplishments. Some suggested areas are provided below. (Must not be longer than one page).

- Military Awards and Decorations, highlights and/or special awards.
 - Civilian and military education.
 - Professional employment history.
 - Describe the veteran's advocacy contributions and include the Nominee's active involvement with veteran service or support organization.
 - Present the Nominee's civic affiliations and contributions (e.g. Rotary, Kiwanis, schools, public service, fraternal, etc.).
 - Discuss civilian awards, honors, or publications about the Nominee (e.g. Presidential awards, Who's Who, Citizen of the Year, books, newspaper or magazine articles, etc.).
- **Recommendation Letters:** No more than two Letters of Recommendation should be submitted from people not immediately related to the nominee and will be submitted at the discretion of the nominee or nominator.

- Mailing Instructions: Mail completed package to:

**Missouri Veterans' Hall of Fame
911 N. Simpson
Warrensburg, MO 64093**

- \$50.00 Nonrefundable Nomination Processing Fee.

Make Check out to: MVHoF Processing Fee

- All Nomination Packages **MUST** be postmarked no later than April 30. Any package postmarked after this date will be considered by the Selection Committee during the following year.
- Please **DO NOT** send original documents as nothing will be returned to sender.
- Selection Process:
 - MVHoF Executive Board will appoint a “Selection Committee” (SC) in April of each year. The SC will be comprised of selected veterans from across the state. The SC may also include previously inducted members of the MVHoF.
 - The SC, following the criteria and guidelines of the MVHoF Bylaws, will review all nomination packages, and compile a recommended list of no more than 10 nominations for the MVHoF Board’s final approval. Veterans who are approved for induction into the MVHoF will be notified in late June.
- Annual Induction

Each year, the MVHoF will hold an Induction Ceremony. The time and place will be advertised on the MVHoF website. Please see our website for additional details.

Questions – please go to Website: www.mvhof.org, email missourihalloffame@gmail.com or leave a message at 314-580-9782.