**Directions for Nominating a Hall of Fame Candidate**

1. Provide the following information regarding the candidate:
	1. Nominee name and graduation date
	2. Correct address, email and phone number of nominee
	3. Education following graduation from TCHS
	4. Recent photo necessary
	5. Nominator’s address, email and phone number
2. Use the categories listed on the Hall of Fame Categories sheet to select the one that best represents the candidate’s accomplishments. Select from community/vocational services or professional.
	1. If the selected category is Community/Vocational, please mark the service as local, national, or global.
	2. If the selected category is Professional, please mark the profession that best relates to the candidate’s field: medical, engineering/technology, education, sports, arts, military public service/government/judiciary, agriculture, business science or other (specify).
3. Once the category has been selected, mark the type of evidence that will be provided in a letter to support the candidate’s nomination.
4. For Community/Vocational Services, evidence includes: leadership, service (community activities), commitment (time frame}, creating change/improvement, recognition, and other as specified.
5. For Professional, evidence includes: awards, notable recognition, leadership field/involvement in related organizations/committees in field, publications, exhibitions/showings/performance, peer accolades, and other as specified.
6. Type a letter (no more than 2 pages) as a word document providing support information related to the categories selected on the Hall of Fame Categories sheet. Also state in your own words why you feel this nominee qualifies to be selected for the Tuscola Hall of Fame.
7. The nomination will be considered by the Alumni Board using the following criteria:
	1. The nomination letter is received in a timely manner.
	2. The Hall of Fame Categories sheet is included.
	3. The Hall of Fame Categories sheet is completed.
	4. The letter provides supporting information for the categories selected.
	5. The letter provides sufficient amount of support for categories selected.
	6. The letter provides sufficient quality of support for categories selected.
8. Send the letter and the completed Hall of Fame Categories sheet to Marci Shoemaker, 907 Lakeshore Dr., Tuscola, IL 61953 or email shoes76@aol.com.
9. The person nominating a candidate will be contacted regarding additional information required from the candidate, if necessary.