PATCHOGUE-MEDFORD HALL OF FAME
NOMINATION APPLICATION

NOMINEE:_____ **DATE OF BIRTH:**_____

ADDRESS:_____ **PHONE:**_____

TOWN:_____ **EMAIL:**_____

CONNECTION TO PATCHOGUE-MEDFORD SCHOOLS:
□ Alumnus/Graduate (Year Graduated) _____ □ Teacher; Administrator; Staff □ Team
□ Business Person/Professional □ Community Member/Volunteer

FIELD OF ACHIEVEMENT:
□ Business/Professional □ Education □ Military □ Public/Community Service
□ Sports □ Fine Arts □ Theater/Film/Media/Music/Written Word

SPECIFIC ACHIEVEMENTS:
Briefly describe, in one/two sentences, **SPECIFIC ACHIEVEMENT(S)** for which the Nominee should be considered:

_____
_____
_____.

COMMUNITY SERVICE: (IF APPLICABLE)
Briefly describe, in one/two sentences, the nature of any **COMMUNITY SERVICE** the Nominee has contributed either to (a) the Patchogue-Medford Community; (b) the community in which the Nominee has lived; (c) society at large.

_____
_____
_____.

OTHER CONSIDERATIONS:
Briefly note **ANY OTHER INFORMATION** that the Selection Committee should consider in evaluating the Nominee:

_____
_____
_____.

NOMINATED BY:_____

ADDRESS:_____
_____

PHONE:_____ EMAIL:_____

PATCHOGUE-MEDFORD HALL OF FAME

QUALIFICATIONS FOR NOMINEES

The Patchogue-Medford Hall of Fame recognizes and celebrates Patchogue-Medford alumni who have attained **significant achievements** in their fields, as well as former teachers and staff, local residents and business people who have contributed impactful **service** to their community.

Nominee applications will be evaluated by a Selection Committee, consisting of volunteers who are experts in their fields, and independent of the Hall of Fame Board of Trustees and Officers.

1. A nominee must be a person of ***good character*.**
2. In addition to their ***career achievements,*** all Nominees will be evaluated for ***community service*** they have performed for the benefit of either the Patchogue-Medford community, their own community, and/or society as a whole. Team category for teams prior to 1989 do not require community service.
3. A Nominee must be, or have been, one of the following:
   a. A Patchogue-Medford Schools alumnus **at least 5 years beyond graduation.**
   b. A former teacher, administrator, or staff member of the School District.
   c. A business person, volunteer, or community member who has made important civic or social contributions to the Patchogue-Medford community.
4. Supportive documentation is required for all volunteerism, community service, awards and honors.
5. All material submitted with this form **MUST be enclosed within a loose leaf binder. Loose pages will not be accepted. *All submitted material becomes the property of the Hall of Fame.***
6. Nomination binders must be received no later than October 1, 2027.

APPLICATION REQUIREMENTS CHECKLIST

- □ Completed **Nomination Form** (first page).
- □ A separate 500-1000 word **Biography** that describes Nominee's career achievements and service contributions; if candidate is a graduate of Patchogue-Medford Schools, please list the elementary school and middle school they attended (if applicable).
- □ **Three (3) letters of recommendation** in support of Nominee (outside of current volunteer members of the Hall of Fame team).
- □ Copies of published articles, award certificates or citations about Nominee's achievements and/or service.
- □ **Between 15-20 8" x 10" photographs** of Nominee in a ***variety*** of places, events, etc. (Digital photos may be mailed to mfelouzis@pmhof.org. In uniform if appropriate or related to candidate's occupation.
- □ **Enclose ALL MATERIALS in a Loose leaf binder.**
- □ **Submit before October 1, 2027.**

SUGGESTIONS FOR APPLICATION DEVELOPMENT

Putting together a successful Hall of Fame nomination binder need not be difficult, although it will take some time to assemble and package required materials. Remember, all pages must be fixed in a bound folder or binder. Loose pages will not be accepted. To make the process easier, you may consider using the suggestions below to help you organize a nomination binder.

Suggested Format:

A) **Pages 1 and 2:** Return completed versions of the first two pages of the Nomination Form.
   a) Page 1 contains the actual Nomination Form. Be sure to include your own contact information where it says NOMINATION SUBMITTED BY ____. **We will contact you** after the nomination is considered, not the nominee.
   b) Page 2 contains the Nominee's Qualifications and the Application Requirements Checklist.

B) **Page 3:** Biography
   a) Write at the top of the page **"Biography of____(Nominee)_____."**
   b) Provide a typescript biography of 500-1000 words that **clearly describes the significant achievements** that the Nominee has accomplished. Be sure to include the Nominee's **contributions to public service** either to the Patchogue-Medford community, to the Nominee's own community, or to any other community, or society as a whole.
   c) 500 words cover about 1 ½ double-spaced typescript pages. 1000 words cover about three pages. There is no penalty for exceeding 1000 words.
   d) Please number the pages of the biography.

C) **Three Letters of Recommendation** in support of Nominee.
   a) Letter of recommendation should come from professional colleagues, officials, or friends who are able to **demonstrate their familiarity with the Nominee's achievements and/or service.**
   b) Letters need not be longer than a single page or two. Please be sure to have each letter writer sign their name, **and include the writer's telephone number and email address,** in the event the Selection Committee wishes to contact them for verification.
   c) Letters of recommendation **MAY BE WRITTEN by any members of the Nominee's family:** they cannot come from anyone associated with the Patchogue-Medford Hall of Fame.

D) **Supporting Documentation for achievements and/or service may include:**
   a) Copies of awards, certificates, proclamations, and/or news/media publications about nominee's achievements or service.
   b) **Verifiable** statements about the nominee's achievements or service.

Organization:

A) All pages of the Nomination Packet **MUST be enclosed within a loose leaf binder. Loose pages will not be accepted.**
B) Separate sections using labeled tabs or dividers.

TIPS FOR ADDRESSING COMMUNITY SERVICE

When addressing the Community Service requirement, please keep the following information in mind as you prepare the nomination application:

A) Community Service should be addressed in a **dedicated section** of the Nominee's application.
B) Nominees may have involved themselves in service to **any number of communities:** a) the Patchogue-Medford community; b) other communities where they may reside or have interest; c) regional, national or global community via a charity, religious, or service organization. Service could have taken place while the Nominee attended Patchogue-Medford High School or after graduation.
C) **Community Service occurs in many forms:** volunteering, tutoring, helping to care for younger siblings, working in soup kitchens, coaching in youth sports programs, belonging to service clubs and organizations, volunteer firepersons, first responders, mentoring younger students or children, being a member of a booster club or PTA, mentoring colleagues on the job outside of job requirements, Boy Scouts or Girl Scouts Leaders, etc.
D) The Nominee's Community Service **must be verifiable,** through written statements by co-workers or supervisors, photos of the Nominee engaged with service (with captions describing the nature of the activity); copies of awards, certificates, citations, or proclamations given to the Nominee on behalf of the organization the candidate provided service to.

Further Assistance:

The Patchogue-Medford Hall of Fame is available to assist you with any questions you may have with regard to organizing the Nomination Application Packet. However, we are not permitted to participate in the actual preparation of the packet. ***All materials submitted become the property of the Patchogue-Medford Hall of Fame.***

Contact the Patchogue-Medford Hall of Fame at: mfelouzis@pmhof.org: 631-275-7924.