

# Celebrating Our Community



## 2019 Nomination Process for Non-Profit Organizations

To be considered for the 2019 Raleigh Hall of Fame,  
the Nominee must meet the following criteria:

1. The organization must have been in existence for at least 15 years prior to the date of nomination.
2. The organization must have made a significant and extraordinary contribution to the City of Raleigh.
3. The organization's achievements and contributions must have had lasting value and importance and must have withstood the test of time.
4. The organization must be recognized as a non-profit entity by taxing authorities, proof of which must be submitted with the nomination packet. In addition, certain types of organizations may not be nominated. The types of organizations that may not be nominated are described on "Exhibit A" on page 2 of this form.

**TO NOMINATE A NON-PROFIT ORGANIZATION FOR INDUCTION INTO THE RALEIGH HALL OF FAME, PLEASE COMPLETE THE ATTACHED NOMINATION FORM AND SUBMIT A STATEMENT** explaining the significant and worthy contribution(s) this organization has made to Raleigh. The statement should be no more than three pages, double-spaced.

A strong nomination statement addresses each of the categories below and includes specific examples. It may be useful for the statement to have a heading for each of the categories. Please include pertinent information that supports consideration of your organization.

- **Effectiveness** – What about this organization was ground-breaking? How has it helped solve community problems? Did it fill a gap in services? Please provide an example(s) and explain.
- **Years of Service** – Over what period of time did this organization make its contribution(s)? Have the contributions had a cumulative effect? What is the permanent legacy? Please provide an example(s) and explain.
- **Leadership** – Was this organization a trailblazer? Did it face or overcome adversity to reach its goals? Has it provided training and opportunities for leadership development? Please provide an example(s) and explain.
- **Impact on Raleigh** – Describe the impact the organization has had on Raleigh. Please provide an example(s) and explain.



Additional supporting material that documents and directly attests to the organization’s contribution(s), achievements and character may be included.

The three page double-spaced statement (as referenced above) and supporting letters and documents cannot exceed 15 pages. Please note that statements provided in support of the nomination may appear in the Raleigh Hall of Fame’s printed materials and its website.

- Supporting letters and documents will be accepted. Letters and supporting documents should address at least one of the following categories: Effectiveness, Years of Service, Leadership, and/or Impact on Raleigh.
- All materials supporting the nomination will become the property of the Raleigh Hall of Fame and will not be returned.

<b>EXHIBIT A</b>				
The following organizations <b>are not eligible</b> for nomination to the Raleigh Hall of Fame:				
<b>1.</b> Organizations that do not hold a 501(c) designation in their own names;	<b>2.</b> Political parties and other organizations whose primary purpose is to support or advocate political candidates or political issues;	<b>3.</b> Educational institutions;	<b>4.</b> Organizations whose primary purpose is to serve as places of religious/spiritual worship; and	<b>5.</b> Governmental agencies.
The Board of Directors of the Raleigh Hall of Fame has final authority to decide whether a non-profit organization is an ineligible organization.				

**Please sign the attached 2019 nomination form (Page 3) and submit one (1) copy of the completed nomination packet including supporting documentation no later than March 16, 2019 to the following:**

**nominations@raleighhalloffame.org or mail to:**  
**Raleigh Hall of Fame**  
**Attention: Selection Committee**  
**Post Office Box 6128**  
**Raleigh, NC 27628-6128**

## Responsibilities as Nominator

If your nominee is chosen for induction, you or a designee will be requested to be the Nominator/Partner to the Raleigh Hall of Fame induction process which includes:

- designating a person to do a video interview for the induction ceremony and providing additional information and photos for that video and the ceremony program;
- attending the Partner’s Breakfast (early June) at which a package of information will be distributed detailing the Induction Ceremony;
- assisting in providing information necessary to promote the event and your inductee.

## 2019 Nomination Form For a Non-Profit Organization

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Date first organized: \_\_\_\_\_

Federal ID number: \_\_\_\_\_

Website URL: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Title in Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **NOMINATOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Organization (if applicable): \_\_\_\_\_

### **NOMINATOR'S STATEMENT:**

I hereby attest, to the best of my knowledge and after due inquiry, the accuracy of the information included in this nomination packet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

