

## GUIDELINES FOR SELECTION OF THE RICH HOMAN AWARD

Your duty is to select a worthy candidate to receive the Rich Homan Memorial Award. In the event it is the opinion of the committee that a worthy candidate has not been submitted, the committee shall decline a selection for the given year. A committee chairman shall have been appointed, of which, you will communicate to if there is a need for clarification, directions or answering of questions. As a committee, you should collectively review the submissions before giving consideration to each of the 5 major categories listed below. It should be noted that all candidates will not necessarily have accomplishments in every criteria. Therefore, it is the cumulative contributions and commitment of an individual that must be considered. Upon selection, the Committee Chairman shall inform the Council of Administration for final approval.

### Selection Criteria

- Individual Character – The person must be good in character and possess strong moral and ethical principles engendering respect among their peers.
- Community Service – A broad area for contribution. Examples might include working on behalf of a homeless shelter, expanding or developing a city park, support of a food bank, soup kitchen or even an animal shelter.
- Youth Activities – Another broad area including youth camps, sports teams, scouting, shooting and hunter safety programs along with other activities.
- VFW Programs – Examples include VOD, Patriot's Pen, Membership, Scouting, Poppies, Teacher, EMT, Law Enforcement, JROTC Scholarship/Civil Air Patrol and obtaining Post grants along with numerous others.
- VFW Values and Objectives – Examples include Honor Guard participation, contributing to Schools of Instruction, contributing effective leadership especially at the Post and District levels. Visibly taking part in or supporting Veteran holidays, parades, VA Hospital volunteering, fostering patriotism and assisting worthy comrades.

## RICH HOMAN MEMORIAL AWARD NOMINATION CRITERIA

The Rich Homan Award is open for nominations of qualified candidates annually. Nominations are confined to members who have contributed to the VFW organization or community at an exceptional level.

Procedures for nomination of candidates for the Rich Homan Award are as follows:

- The Department Commander shall appoint a selection committee chairman. The chairman will coordinate the selection committee who will consist of not less than three past award recipients.
- In accordance with the Council of Administration meeting on January 23, 2015, a minimum of four nominations are required for consideration of the award. If four nominations are not submitted, the Department Adjutant will retain the nominations received for consideration the following year.
- If nominations are carried over from one year to the next, the Department Adjutant will contact those who nominated individuals the opportunity to update the content of the package.
- All submissions shall be submitted to Department Headquarters by May 15.
- Committee members may be scattered throughout the state and some may have difficulty with travel. Accordingly, the chairman will determine the most appropriate means for the committee to deliberate.
- In the event a candidate becomes deceased after submission, he or she will remain available for consideration and selection. In the event a deceased candidate is selected, the award shall be presented to a family member.
- There is no limit regarding the number of times a non-selected candidate may be resubmitted.