

## **Criteria and Procedures**

Nominees for the Hall of Fame are evaluated by the Ag Center staff members, the Board of Governors, and a Board Committee. The following criteria will determine inclusion:

1. The nominee must have made important contributions to the establishment, development, advancement, or improvement of agriculture in the United States. The value of these contributions is the primary criterion.
2. The nominee should have promoted and demonstrated the values and dignity historically associated with the American agrarian lifestyle.
3. The nominee's achievements must have had a national effect or impact. This does not necessarily mean that the nominee must have been associated with a national organization or movement, nor does it rule out a working farmer, as long as the efforts were truly national in impact.

The Board of Governors votes on each nominee, using initial submission and supporting documents, as well as recommendations from the staff and committee. The nominator will be advised of the status of his or her nominee after the election. The Board, staff, and committees are encouraged to consider diversity in their selections, regarding nominees from different geographical areas and sectors of agriculture, as well as women and minorities. There will be special consideration given to foundation, corporate, or individual financial donors to the Ag Center.

## **Submitting a Nomination**

Some liberty is allowed in submitting a nomination, as long as the basic information is provided. The nominee's achievements and their importance to agriculture are more important than the length or form of the submission. The parts of the nomination are:

- I. A cover letter, containing:
  - A. Nomination of a person to the Agricultural Hall of Fame
  - B. Dates of birth and (if applicable) death of nominee.
  - C. Name of spouse and/or children and addresses of surviving relatives.
  - D. List of nominee's primary residences.
  - E. Primary occupation of nominee and name of any principal associated organization.
  - F. Paragraph summarizing primary achievement(s) of nominee and its impact on American agriculture (be brief—you can expand later).
  - G. Brief statement about nominator and his or her relationship to nominee.
- II. List of pages of nomination and attached letters and materials.

- III. A series of paragraphs, responding to the numbered criteria listed above. Be reasonably comprehensive, yet as concise as possible. Supporting letters from credible individuals are more important than extensive praise by a single nominator.
  
- IV. Supporting materials:
  - A. Documentation (newspaper articles, copies of pages from books or magazines, etc.). Be selective and only attach representative items (please limit to 5).
  
  - B. Letters from third parties (at least two, but no more than 5). They should also be brief and should address the significance of the nominee's achievements, as well as identifying the writer to establish his or her credibility.
  
  - C. Photograph of nominee, preferably an 8x10", black and white glossy (not required unless the nominee is selected).