



## **Lewis and Clark County Fairgrounds Wall of Honor Policy & Procedure**

This Wall of Honor is established as a means to honor individuals who have been instrumental in the development of the Lewis and Clark County Fairgrounds or performed voluntary services deemed to have been of great importance to the improvement of the Fairgrounds.

The Wall of Honor is a permanent tribute displayed on the West wall of the Entry Hall. This policy establishes procedures for the selection of individuals/groups to be recognized, as well as criteria that will guide members of the Wall of Honor Committee in recommending names for approval.

### **CRITERIA:**

- 1) Nominee has had a significant impact on the continuation and/or enhancement of the Fairgrounds.
- 2) Nominee has made significant contribution.
- 3) Nominee's quality and length of service.
- 4) Nominee may be living or deceased.

### **NOMINATION PROCEDURE:**

- 1) Nominations shall be made in writing on an approved nomination form and submitted to the Fairgrounds Manager.
- 2) All nominations, whether from an individual or an organization, must include the name and address of the submitter. No anonymous nominations will be accepted. All nomination applications must be accompanied by two (2) letters of reference.
- 3) The Fairgrounds Manager is responsible for conveying the nominations to the Review Committee.
- 4) The five (5) member Review Committee will be formed on an ad hoc basis with appointment by the Fair Board. The Review Committee may comprise of three (3) Fair Board members, one (1) staff member, and one (1) member of the public.
- 5) Up to four (4) nominees may be inducted in the Wall of Honor in any one year. However, the Review Committee may deem it not appropriate to make a recommendation in any given year.
- 6) Organizations may submit multiple nominations in any one year, however only one nomination per organization may be selected in any one year.
- 7) The Review Committee will consider the criteria outlined above and may prepare a recommendation to the Fair Board.
- 8) In order to maintain confidentiality, only the names of those selected will be released.
- 9) Nominees who are eligible for selection, but were not selected, will be kept on file for future consideration for a period of three (3) years. All nomination forms/application become the property of the Lewis and Clark County Fairgrounds and will not be returned unless specifically requested at the time of nomination. Returned nominations will not be automatically included for future consideration.
- 10) Nominations will be solicited annually through an annual advertising campaigns.

**TIMELINE FOR NOMINATIONS:**

- Closing date for nominations is April 1<sup>st</sup> of each year.
- Nominations will be reviewed by the Review Committee by May 1<sup>st</sup> of each year.
- Recommended nominations will be presented to the Fair Board for approval in May of each year.

**RECOGNITION:**

- Once approved, the inductees will receive recognition on the Wall of Honor, located on the West wall of the Entry Hall.
- Inductees and one guest will be invited to the Recognition Dinner, date to be determined. In the event a selected nominee is deceased, two (2) family members will be invited to represent inductee.

**EXCLUSIONS:**

Current members of the Fair Board, Board of County Commissioners, and Fairgrounds staff are not eligible for nomination.