

**The Douglas County
Fair Foundation Wall of Honor
*The Distinguished Citizen Award***

Approved by the Board of Directors

April 24, 2013

Douglas County Fair Foundation Wall of Honor

Recognizing and Honoring Distinguished Citizens Dedicated to Preserving the Rural Heritage of Douglas County, Colorado

Purpose of the Douglas County Wall of Honor

The purpose of the Heritage Plaza Wall of Honor Distinguished Citizen Award is to honor the men and women who have demonstrated a high level of service and long standing commitment to the operation, management or financial support of the Douglas County Fair and Rodeo.

Wall of Honor Selection Committee

The Selection Committee shall be a standing committee of nine (9) members. The Committee will consist of three (3) members of the Douglas County Fair Foundation, three (3) members of the Douglas County Fair Board, one (1) member representing Douglas County 4-H, one (1) member representing Douglas County FFA and one (1) Douglas County resident actively involved with the Douglas County Fair and Rodeo.

Each committee member shall serve for a three (3) year term, with terms running from January 1 to December 31. Three (3) members shall rotate off the Committee each year. The Selection Committee shall appoint a chairperson from the current members who shall serve for a one (1) year term. The Douglas County Fair Foundation shall maintain all records or files and act as archivist for the Wall of Honor Awards Program.

Nominating Procedure

1. Any person may submit a nomination for consideration by the Selection Committee.
2. Submittal of the completed nomination form provided by the Selection Committee is required.
3. Nominations will be accepted between January 2 and May 31 of each year. Recognitions will be made at the annual Douglas County Fair and Rodeo. Awardees will be special guests at the annual Douglas County Fair Foundation Recognition and Awards Ceremony and the unveiling of their permanent individual recognition awards.

Selection Criteria

Wall of Honor recognition may be given posthumously. No current member of the Selection Committee shall be eligible for recognition. Nominees should meet many, but not necessarily all, of the following criteria:

1. Contribution and service the candidate has provided to agriculture and ranching or agribusiness, to education in agriculture and ranching and to the Douglas County Fair and Rodeo. Consideration should be given to longevity;
2. Leadership to the candidate's profession, to agriculture and ranching in general, to agricultural education and to the Douglas County Fair and Rodeo;
3. Career accomplishments, honors and recognition;

4. Leadership roles at the local, state and national levels;
5. Leadership and support to other agriculturally related organizations or agencies;
6. Responsibilities, leadership and/or services to non-agricultural groups and organizations;
7. Participation and support of philanthropic endeavors;
8. Service to and participation in activities which promote agriculture, ranching, citizenship, education and the Douglas County Fair and Rodeo;

Selection Procedure

1. The Selection Committee shall receive and review each nomination. Award designees shall then be determined by secret balloting of the Selection Committee. No fewer than six (6) Selection Committee members shall be present for the selection process. Proxies shall not be permitted.
2. The selections must be concluded no later than July 1. This will allow adequate time for plaques to be made, recipients notified and any other time restrictive considerations prior to the induction and dedication ceremonies.
3. In 2013, six (6) individuals will be honored as Wall of Honor Distinguished Citizen honorees. In 2014, six (6) individuals will be honored as Wall of Honor Distinguished Citizen honorees. Thereafter, no more than three (3) Wall of Honor Distinguished Citizen Awards shall be given annually.
4. The Selection Committee reserves the right to reject any or all nominations.
5. Individuals nominated for the Wall of Honor Distinguished Citizen Award and not chosen shall be automatic nominees for two (2) additional years.

The Nominations Process

Please state in a cover letter why you believe the nominee should be considered for the Wall of Honor Distinguished Citizen Award. Please give your address and telephone number so that you can be reached if additional information is needed.

List in detail, the candidate's special contributions to the Douglas County Fair and Rodeo as well as agriculture and ranching in general. A biography or resume format may be used for this purpose. Please include how this person has touched people or communities through his or her involvement with the Douglas County Fair and Rodeo. Include the following items with your submission:

- A completed nomination form. (See attached form).
- Cover letter including above information.
- The candidate's biographical information
- A list of the candidate's personal and professional awards, honors and accomplishments
- A hi-resolution photo of the candidate, suitable for enlargement. (*This can be e-mailed*).

Please submit all of the above requested information in one folder with nothing more than a binder clip holding the information. **Please do not use plastic cover sheets or any other materials that will make duplication difficult.**

Formal Notification and Receipt of an Award

1. Each award designee shall receive a certified letter signed by the chairperson of the Selection Committee informing the designee of his or her selection.
2. The award must be accepted in person or as approved by the Selection Committee. Posthumous Awards shall be accepted by a member of the designee's immediate family or by a person deemed acceptable to the Selection Committee.

Wall of Honor Distinguished Citizen Awards Ceremony

1. Awardees shall be presented at the annual Douglas County Fair and Rodeo Donor Recognition and Awards Banquet in conjunction with the annual Douglas County Fair and Rodeo.
2. The form of the individual award shall be determined by the Selection Committee.

Intellectual Properties and Submissions

The Douglas County Fair Foundation (hereinafter, the "Foundation") may keep all stories, ideas, suggestions, essays, audio, video, photographs or related materials, and any other materials submitted ("Submissions") in any form, including but not limited to handwritten statements, printed matter, photographic prints or negatives, and digital records, emails or any other electronic communication. The Foundation shall not return any Submission or keep it confidential. The Foundation may use any Submission at any time for any purpose consistent with the Foundation's mission to support and benefit educational programs and related services of the Douglas County Fair and to educate the public about Douglas County's rural and agricultural heritage.

Douglas County Fair Foundation
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Castle Rock, CO 80104
720-733-6900
www.DouglasCountyFairFoundation.com
email: Fair@douglas.co.us



Celebrating a Douglas County Tradition



**Nomination Form for the
Douglas County Fair Foundation Wall of Honor
Distinguished Citizen Award**

Nomination information must be received in the Foundation office no later than May 31, 2015

Name: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

Principal Business/Occupation _____

Spouse's Name: _____

Other Family Members: _____

Your Name: _____ Address: _____ Zip: _____

Home Phone: () _____ Business Phone: () _____

E-mail Address: _____

Overview of Nominee's Career

Nominee's Civic, Philanthropic, Religious, Fraternal and Political Activities: Include offices held

Citations and Awards: Business, professional, public service, military decorations, etc.

Participation on Douglas County Fair Board or Douglas County Fair and Rodeo activities:

Attachments

In addition to this form, you may submit other information for the selection committee's consideration which will demonstrate the qualifications of this individual. This may include a vita, newspaper or magazine clippings, etc. Please be as concise as possible in order to facilitate the sharing of this information with the committee.