1) Nominations for the Hall of Fame Award shall be documented by the nominator.

2) The nomination should document the name of the nominee, a brief resume of the nominee including information on how the nominee meets the criteria for Leo Hall of Fame consideration, and why you think the nominee deserves the Award. The more specific the information, the better chance the nominee may be well received.

3) The nomination should be sent to Leo Alumni Association, P.O. Box 603, Oak Lawn, IL, 60454, Attention: Dan Stecich. Alternatively, the nomination can be emailed to Dan at [dnno215@sbcglobal.net](mailto:dnno215@sbcglobal.net).

4) Nominations will be accepted through December 10.

5) The nomination shall be reproduced and distributed to the President of the Alumni Association, the Director of Development of Leo High School and the most recent former President of the Alumni Association. Nominations should be distributed to the Officers and the Board of Directors of the Alumni Association.

6) Required voters for the Hall of Fame Award are the President of the Leo Alumni Association and the Director of Development of Leo High School. In case of a tie between the two voters, the most recent former President of the Alumni Association shall cast the tie breaking vote.

7) Voting on the nominees should be completed by January 5 of the Hall of Fame award year. This provides sufficient time for the award recipients to make attendance and travel plans for the annual banquet.

8) NOTE: It is recommended that a maximum of six nominees be selected each year for the Hall of Fame Award. If more than six nominations are received in a year, the voters shall select the six most outstanding nominees. In rare cases, it may be appropriate to select one or two additional nominees.

If a nomination cannot be selected / voted because the quota of six nominees per year has been selected, it is recommended that the nomination be resubmitted the following year(s).

9) Nominators should be notified of their nomination status by the President of the Alumni Association within one week of the completion date of the voting.

10) Nominees who are voted into the Hall of Fame shall be notified in writing by the President of the Alumni Association of their acceptance into the Hall of Fame. Notification should occur within one week of the completion date of the voting. They should be notified who they can invite to the annual banquet, how to purchase tickets for the banquet, the price per ticket, etc.

11) It is recommended that the Secretary of the Alumni Association be the custodian of this document and store the document both in an electronic medium and in paper form.

12) This document should be reviewed annually and updated when necessary.

13) Version Control: this document shall be managed using version control. When updated, the date shall be updated. The document with the most current date is the current version.

14) This document was co-authored by Noah Cannon, Gene Earner, Frank McDermott, Bern Pepping and Jerry Schmitt.