2020 LETR RICHARD LAMUNYON HALL OF FAME NOMINATION GUIDE

PURPOSE
This award is presented by the Law Enforcement Torch Run International Executive Council and is the most prestigious award given in the Law Enforcement Torch Run movement. In 1992, the Richard LaMunyon Law Enforcement Torch Run for Special Olympics Hall of Fame was created to recognize the finest of the Torch Run movement. Currently inducting no more than three nominees each year, this honor is bestowed upon those who have demonstrated exceptional leadership, commitment and dedication to the cause at the local, state, national, and international levels. Hall of Fame inductees from the past, present, and future, represent those who have dared to carry the Flame of Hope™ into uncharted territories; excel our mission to new levels; or have demonstrated unwavering leadership in the development of our cause.

SELECTION
The nomination process opens to all LETR Programs on Wednesday, April 1, 2020. All nominations applications and their required support materials must be submitted via the online format available through the official LETR website (https://www.letr.org) and received no later than 5:00pm, EST, on Friday, June 26, 2020. It should be noted that the nomination window has been extended by one month for 2020, due to the impact of the COVID-19 pandemic.
Nominations may be submitted by an individual, a Torch Run program or a Special Olympics Program. The selection committee may select up to as many as three inductees annually when more than one recipient is deemed appropriate by the committee.

Under normal circumstances, the award presentation would be conducted at the Law Enforcement Torch Run International Conference. That will not be possible in 2020 due to the significant impact of COVID-19 on LETR and Special Olympics activities. The Selection Committee is examining innovative ways to conduct the Award Ceremony this year and will make an announcement prior to the close of nominations.

Hall of Fame nominees will remain in consideration for two years in total. Nominees not selected in their first year of eligibility will remain in consideration for one (1) additional year. It is the responsibility of the nominator to update the nomination application for the second year of eligibility. Failure to do so will be considered an incomplete application process and could result in no consideration of the nominee for the award.

**CRITERIA**
To be inducted into the Richard LaMunyon Hall of Fame is to receive the most prestigious recognition within Law Enforcement Torch Run and become embodied in the legacy of this great movement.

The nominee’s involvement must demonstrate a sustained and significant contribution to the achievement of the goals of the Law Enforcement Torch Run®.

To be eligible for induction, a nominee must have participated for at least five (5) years in the Law Enforcement Torch Run and have demonstrated comprehensive, outstanding achievement in Law Enforcement Torch Run development, organization and fund raising success on a local, state or provincial, country and international level.

All nominations must, at the time of submission, include a completed nomination application that is submitted through the official LETR website, two (2) letters of recommendation from people who have worked closely with the nominee and six (6) to eight (8) digital photos of
the nominee meeting the listed photograph requirements and approval of the nominee’s Special Olympics Program CEO.

All of these items must be received by the due date for the nomination to be considered. No exceptions. Failure to include requisite materials will be considered an incomplete nomination packet and could result in no consideration of the nominee for the award.

**PROCESS**

All nomination submissions and their required support materials must be submitted via the online format available through the official LETR website (https://www.letr.org) and received no later than 5:00pm, EDT, Friday, June 26, 2020.

To obtain the official Hall of Fame Award nomination application, you must go to the LETR website (https://www.letr.org) and click on the ‘Read more’ button in the AWARDS, ELECTIONS & SUBMISSIONS section.

Click on the LETR AWARDS image

This page contains links to the Nomination Guide (this document) and Nomination Form. In addition, there is a link to submit the Nomination Form and associated materials.
The buttons relating to nominations for the Hall of Fame are shown below:

View this document
Download the Nomination Form
Commence the on-line nomination submission

When you have collected all relevant materials and are ready to lodge the nomination, click on the ON-LINE NOMINATION button. You will then be directed to a secure website showing the panel displayed below:

Please note that the on-line submission page for the Hall of Fame award is protected by a PIN as shown.

The PIN for this webpage is: 5214

Upon completion of the nomination submission, the nominator will receive an email confirmation that the nomination has been received.
All submitted nominations are then forwarded to the Hall of Fame Selection Committee. A Committee will be appointed by the Chair of the LETR International Executive Council serving as the Committee Chairperson. All members of the Committee will be past Hall of Fame inductees still active in the Torch Run. Richard LaMunyon serves as a standing member of the Committee.

For the nominee to be considered the completed nomination application must be accompanied by:

1. Two (2) letters of support from people who have worked closely with the nominee.
2. Six (6) to eight (8) digital photos of the nominee meeting the listed photograph requirements
3. Knowledge & approval of the Special Olympics Program CEO, LETR Liaison and Director

Questions or comments regarding the criteria and selection process for this award should be directed to the Chair of the LETR International Executive Council.

**PHOTO REQUIREMENTS**

In order to create the highest quality presentation, Programs should submit only high resolution digital photos in JPG file format. Photos should be minimally 1 MB per photo to achieve the necessary resolution for a sharp image projection on the IMAG screens at the conference. Photos taken with a cell phone are typically not suitable for projection.

Photos that have been compressed for emailing or do not meet the above minimum file size requirements are unusable for this project as the quality and clarity of these compressed files is severely compromised and therefore cannot be used.
Additionally, submitted photos of your candidate should be “semi-close-ups” with a relatively uncluttered background so that they are readily recognizable in the photo. At least one photo should be a close-up of the nominee, preferably and where possible, an “official” department photograph. Your assistance in providing digital images with your application for nomination that meet these minimum requirements is much appreciated.