2020 JOHN CARION ‘UNSUNG HERO’ AWARD
NOMINATION GUIDE

PURPOSE
The John Carion Award was created to recognize outstanding individuals who have contributed to the success of the Law Enforcement Torch Run® on a local, state or community level. The John Carion “Unsung Hero” should be someone who contributes to the Torch Run and Special Olympics in spirit, dedication and enthusiasm in an effective and unheralded fashion. The award was also created to honor the memory of Sergeant John Carion, Sterling Heights (MI) Police Department and his many contributions to the Law Enforcement Torch Run and Special Olympics. The award is presented by the LETR Regional Coordinators from around the world and intended to recognize an unsung Torch Run volunteer on behalf of John Carion, who was himself an unsung Torch Run hero.

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.
Hall of Fame inductees and individuals currently on the Hall of Fame “active” nomination list are not eligible for this award. Otherwise, nominations for this award are not limited.

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.

John Carion ‘Unsung Hero’ Award 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 nominating Program to update the application the following year. Failure to do so will be considered an incomplete application process for the current eligible year and could result in no consideration of the nominee for the award.

**CRITERIA**

This award is sponsored by the Law Enforcement Torch Run Regional Coordinators from around the world and is separate from the Law Enforcement Torch Run Richard LaMunyon Hall of Fame. This award is intended to highlight and recognize contributions at the “grass-roots” level - local, state / provincial or community, whereas the Hall of Fame is intended to recognize more widespread, comprehensive contributions at the national and international level.

To be eligible for consideration, an “Unsung Hero” nominee must have participated for at least five (5) years in the Law Enforcement Torch Run and the nominee’s involvement must exhibit a substantive contribution to the Law Enforcement Torch Run® for Special Olympics at the local, state, provincial, or community level. The nominee’s actions must demonstrate they were done in spirit, dedication and enthusiasm in an effective and unheralded fashion.
All nominations must, at the time of submission, include a completed nomination application that is available on the LETR website, two (2) letters of support, six (6) to eight (8) digital photos of the nominee meeting the below listed photograph requirements, knowledge and approval of the nominee’s Special Olympics Program CEO, LETR Liaison and Director. All required 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 John Carion ‘Unsung Hero’ 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 Council Athlete Award 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: 7215

Upon completion of the nomination submission, the nominator will receive an email confirmation that the nomination has been received.
The selection committee will be comprised of LETR Regional Coordinators and International Executive Council members selected by the committee chairman and approved by 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 John Carion ‘Unsung Hero’ Awards Selection Committee - Ron Casalenda (rcasalenda@cityofdouglas.org).

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.