

ARMY ROTC HALL OF FAME NOMINATION GUIDELINES

Established 2010

PURPOSE

The Golden Buffalo Battalion Hall of Fame serves to celebrate achievements of Alumni of the Army ROTC Program, hosted at the University of Colorado Boulder, who have demonstrated exceptional leadership in either their military or civilian careers or displayed inspirational character in either their personal or professional lives.

The Hall of Fame recognizes commissionees from the host university as well as all of the affiliated, distinguished universities and colleges in the greater Denver Metro area organized under the Colorado School of Mines and the Metropolitan State University of Denver partnerships.

NOMINATION TIMELINE

Nominations are made by current and former Cadets, Cadre, Staff, Alumni, etc. The Golden Buffalo Battalion Alumni Association Board and current PMS/Cadre Alumni Board OIC are responsible for making the final selection of the individuals worthy of the AROTC Hall of Fame.

Timeline tasks

Induction into the Hall of Fame is typically conducted in April. Process should begin around the end of October to accomplish the April-ish timeframe. If no nominations are selected, the selection process will be bumped to the next fiscal year.

Recognition

Inductee is typically recognized at the annual Military Ball in March/April. The inductee and family members are invited to attend the ball.

CRITERIA

How to Write a Strong Nomination Letter

1. Identify the person you want to nominate and start the process months ahead of time.
2. Read and make sure you understand the criteria for judging who receives the award.
3. Get a copy of the nominee's c.v. and identify ways in which he/she meets the criteria (if applicable).
4. If possible, involve the person you are nominating so that you can get accurate and detailed information about things that are and are not on the c.v.
5. Try to identify something that you can use as a theme in the letter or write a kind of "thesis statement" that sums up the person's qualifications at the beginning.
6. Organize the letter effectively, using specific details—numbers, facts, examples, anecdotes—to illustrate your generalizations.
7. If possible, show early drafts of the letter to the nominee and other trusted readers to get feedback on how to improve it.
8. Solicit letters of support from others whose reputations will help the nominee be considered favorably. Supply helpful information to the writers of supporting letters.
9. Have someone check the final draft for typos and other mistakes before you print it and submit it.
10. If at first you don't succeed, revise the letter as needed and nominate the person again at the next opportunity.