

EAST LONGMEADOW PUBLIC SCHOOLS EDUCATORS HALL OF FAME

ELIGIBILITY

Candidates must meet the following requirements in order to be eligible for enshrinement into the East Longmeadow Public Schools Hall of Fame:

- a. There shall be two kinds of enshrinement each year:
 - Certified (licensed by D.O.E.)
 - Support staff: all non-certified, including School Committee members.
- b. A candidate must be fully retired for five (5) years.
- c. Candidates must have worked 20 full years in the East Longmeadow Public Schools.
- d. Coaches must have coached for ten (10) years.
- e. Educators with (40) or more years of service are immediately eligible for nomination.

NOMINATION PROCESS

1. A nomination form must be completed, along with at least one letter of support from the person making the nomination. Additional information, including pictures, articles, etc. will be accepted along with the required form and nomination letter.
2. Two additional letters of support must be received by the Screening Committee to complete the nomination application.
3. Nomination forms and supporting materials shall be submitted to the Screening Committee during the period beginning **July 1 through January 31** of each year.
4. The Screening Committee will review all applications received.
5. Someone other than the inductee must nominate Hall of Fame inductees.
6. All nomination applications will be confidential and will be collected and held by the President of the ELEA during the application process.
7. Applications must be submitted on an annual basis.

SCREENING COMMITTEE

1. The Screening Committee shall be the ELEA/East Longmeadow School Committee Collaborative Committee
2. The Screening Committee will carefully review all nominations to check for employment accuracy and certification.
3. A candidate must obtain a two thirds majority vote of the Screening Committee to be elected to the Hall of Fame.
4. All decisions of the Screening Committee will be made by **March 1st** of each year.
5. Inductees will be notified by mail by **April 15** and will be enshrined into the Educators Hall of Fame during the ELPS Staff Recognition in June.

EAST LONGMEADOW PUBLIC SCHOOLS
Official Nomination Form
EDUCATORS HALL OF FAME

NAME: _____

SCHOOL: _____

EMPLOYMENT STATUS OF NOMINEE: (please circle one)

Administrator

Teacher

Support Staff

Coach

YOUR RELATIONSHIP TO NOMINEE: (please circle one)

Administrator

Teacher/Staff

ELHS Parent

ELHS Student

Other

YOUR NAME: _____

ADDRESS: _____

PHONE/CELL NUMBER: _____

EMAIL ADDRESS: _____

PACKET MUST INCLUDE THE FOLLOWING

(all materials become property of the nominating committee and will not be returned)

- Nomination form
- Letter of support
- 2 additional letters of support
- Additional information

NOMINATION DEADLINE: January 31