

2011 NOMINATION INSTRUCTIONS FLORIDA  
AGRICULTURAL HALL OF FAME

DEADLINE: All nominations must be postmarked no later than **September 1, 2010**.

The Checklist below lists the information needed on each nominee. Please read this document carefully. Be specific and concise. Please do not submit handwritten documentation. Do not exceed word limits on written documentation items I through VI (see p 2)

A. Personal Information:

1. Full name of nominee
2. Preferred name of "nick" name if used
3. Spouse's name, please indicate living or deceased
4. Permanent mailing address of nominee if living  
If deceased, provide date of death
5. List the names of living children
6. Contact person for additional personal information

B. General Background Information, use resume format:

1. Date of Birth
2. Birthplace
3. Education:
  - a. Institution(s), Dates Attended b. Diploma or Degree(s)
4. Employment:
  - a. Organization, Institution or Firm b. Dates, Highest Position
5. Organizational memberships, including professional societies. List office held with dates.
6. Special assignments, committees on which nominee has served, and appointments of a similar nature. Include title or office held, if any, and dates of service:
  - a. Professional field, including scientific societies and trade associations
  - b. Civic and church affiliations
  - c. Other
7. Honors, awards, citations and other recognition of a meritorious nature:
  - a. In nominee's professional field
  - b. In job-connected organizations with which nominee is, or has been affiliated c. In civic, church, lodge, service and other affiliations

8. Published material: (if applicable) Attach list of books and major bulletins, technical articles or other significant publications of which the nominee was author or co-author. Give title, printed authorship, year published, number of pages and publisher or publication in which item appeared. Separate significant works by category and attach a resume.

Using a separate page for each of the following, please include:

- I. Reference: List names and address of three non-related qualified persons to furnish information concerning the candidate's contributions to the agricultural industry and benevolent activities.
- II. State briefly why you think nominee should be recognized in the Hall of Fame. (Statement not to exceed 400 words.)
- III. Outline nominee's major contribution(s) to the agricultural industry in Florida. (Statement not to exceed 400 words.)
- IV. Biographical sketch: attach a biographical sketch not to exceed one page, double-spaced.
- V. Additional information: This item, not to exceed 400 words, should be used to highlight items that do not properly fit into sections of this outline.
- VI. NOMINATOR: Please be sure to include your name, mailing address (including zip code, business affiliation and a daytime phone number.)
- VII. Six (6) copies of the full application need to be made and sent in with the original.
- VIII. Reference letters are highly recommended.

**ALSO TO BE INCLUDED:**

**2 - 5" x 7" black & white photos suitable for new article publication.**