Adaptive Golf Hall of Fame Nomination Guidelines

Thank you for your interest in submitting a nomination for the Adaptive Golf Hall of Fame. Please follow the below steps to prepare and submit your **Nomination Form** at [Adaptive Golf Hall of Fame](#). Detailed specifications are provided on Page 2. Process overview:

1. Gather ALL information as identified below **PRIOR** to accessing the Nomination Form.

2. Completion of the Nomination Form requires copying and pasting inputs from your source docs into the form in one sitting, taking less than 30 minutes with all inputs readily available. Important: You are not able to save the form once you have started.

3. A complete Nomination Package includes the

    a. **Candidate Nomination Form (**includes a headshot), and
    b. **Supporting Images** (uploaded separately to a DropBox folder).

4. Information to gather in advance of submitting the Nomination Form:

    a. **Contact information** for both you (nominator) and the candidate.

        i. **Nominator** - Name, email, phone, address, employer and/or organizational affiliation
        ii. **Candidate** - Name, email, phone, employer and/or organizational information, date of birth & death. Some of this info is NOT required if the candidate is deceased. **** *For posthumous inductees, nominators will be requested to facilitate notifications of inductee representatives.*

    b. **500 words max to be inserted into each of these five areas:**

        i. Service and Leadership to the Game - 25 points
        ii. Growth of Game Impact - statistics - 25 points
        iii. Initiatives - 20 points
        iv. Previous Awards and Honors - 15 pts
        v. Endorsements - one mandatory, two max - 15 points

    c. **Candidate Headshot**

    d. **Supporting Images (2-3) and Short Video (optional)**

5. Please see the next page for detailed submission specifications

Please note the following guidelines and specifications for material entry and upload into the **Nomination Form** and the **Supporting Images Folder:**

Step One - Complete and Submit the Nomination Form

1. **Candidate Headshot**
   a. Include a color headshot; black and white OK if only option
   b. The image must include shoulders and head
   c. JPG, JPEG, PNG, or GIF only, 100 kb max, 4x5 ratio

2. **Candidate Justifications** - The nominator will be asked to copy and paste up to 500 words (maximum) for each of the following areas in the Nomination Form:

   a. **Service and Leadership to the Game** - 25 points - Explain the candidate's biography and overall service and commitment to adaptive golf over time at a level that exceeds others.
   b. **Growth of Game Impact (statistics)** - 25 points - Specifically quantify the candidate's impact in the growth of the game in terms of their personal responsibility in the growth of programs, new golfers brought to the game, coaches trained and educated, or more.
   c. **Initiatives - 20 points** - Explain any initiatives the candidate was directly responsible for creating individually and/or with others or in which the candidate participated.
   d. **Previous Awards and Honors** - 15 points - Please identify any previous golf industry awards or awards received for others during the candidate's career.
   e. **Endorsements** (1 mandatory, 2 max) - 15 points - Please include up to two (2) candidate endorsements from individuals related to the candidate to augment your nomination.

Step TWO - Upload Images to DropBox - Link provided AFTER Nomination Form Submission

1. **Create AND name a Candidate Folder** on your device that will be uploaded with the candidates images/video into the Hall of Fame DropBox Folder.
   a. Name your candidate folder as follows: "*Candidate Last Name, First Name*"

2. **Upload images and video to your Candidate Folder**.
   a. Upload up to three (3) additional photos of the candidate in action and one (1) optional short video (less than 2 minutes).
   b. **Please name your candidate image files as follows:**
      i. **"Candidate *Last Name, First Name - 1", "2", "3", etc.*

3. Upload your Candidate Folder into the Hall of Fame DropBox.