Honor those who have served Texas!



PURPOSE

The newly established *Texas Fire Service Hall of Honor Lifetime Achievement Award* will recognize an individual from the fire service or emergency response field for outstanding commitment and contributions to the Texas Fire Service. Inductees have made significant contributions to the local and state fire service, and these contributions have been widely recognized and respected in the Texas Fire Service.

ELIGIBILITY

Nominees for the *Texas Fire Service Hall of Honor Lifetime Achievement Award* must be one of the following:

- A current or retired firefighter from a career, combination, or volunteer fire department, or
- Another member of the the fire service profession who has excelled in their dedication and service to first responders and citizens of Texas.

Nominees should also meet the following criteria:

- They have attained prominence through their professional careers or other endeavors that significantly contributed to the development and growth of the Texas Fire Service.
- They have a distinguished record of outstanding service to the Texas Fire Service.
- They have been recognized statewide for their efforts, or their contributions to the Texas Fire Service have been identified as impactful and necessary.

NOMINATION PROCESS

Who is Eligible to Submit a Nomination?

Almost anyone can submit a nomination, including past award recipients. However, current Texas Fire Service Hall of Honor selection committee members are not allowed to submit nominations. Self-nominations are not accepted.

Nomination Packet Requirements

All nomination materials must be typed in a 10- or 12-point font and formatted to be printable on 8.5 x11 paper. Nominators are encouraged to provide documents of support including, but not limited to:

Nomination Letter (three pages maximum)

- An explanation justifying the nomination and describing the nominee's qualifications
- The nominee's current contact information
- A photograph (headshot) of the nominee

Nominee's Current Biography or Curriculum Vitae

Biography/Curriculum Vitae should include, at a minimum, the following sections:

- Contact Information
- Current Position
- Work Experience and Current Employer
- Education
- Professional Accomplishments
- Areas of Expertise, Skills, Certifications
- Awards and Publications
- Associations

Letters of Support

- Three letters of support should be written by individuals knowledgeable about the candidate's professional accomplishments.
- At least one letter of support must be from an individual in the candidate's current or most recent professional setting.
- Rather than repeating information from the biography or vitae, letters of support should provide information about the lifetime of role-modeling the nominee has demonstrated throughout their career. Criteria that should be considered:
  - » Leadership problem-solving skills
  - » Interpersonal skills with colleagues, staff, administrators, and the general public
  - » Major contributions to the Texas Fire Service
  - » Personal and Professional and ethical standards
  - » Awards and certificates of achievement
  - » Related supporting materials that endorse the nominee's contributions

Final Summary

- The summary should be a compilation of the nominee's most outstanding qualifications, significant achievements and contributions, demonstrating the nominee's competence
- The summary should be written in the third person. It should be in 12-point font and single-spaced and must not exceed five pages.

Completed Nomination Packet

Uploading Packet

- Submit completed nomination packets on the Nomination Tab of the **TXHALLOFHONOR.org** website.
- Items should be compiled into one PDF in the order listed above.

Subsequent Submissions

Nomination packets will only be kept for the nomination year. If an individual is not selected, the nomination must be resubmitted to be considered in subsequent years. Each nomination is considered independently of previous submissions.

Award Timeline

- Nominations due by first Friday in August.
- Recipients announced by mid December.
- Induction will be made during the Annual TEEX Leadership Development Symposium.

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