



NOMINATION PACKAGE

Purpose

Thank you for your interest in the Aviation Educator Hall of Fame (AEHOF). The purpose of the Hall is twofold: (1) the selection and recognition of qualified nominees who, through extraordinary achievement and service of either a sustained or a one-time nature, have made outstanding contributions to aviation education generally, in a specific field of endeavor, or in a niche; and (2) the public honoring of those individuals for their contributions to the development, advancement, and promotion of aviation education.

Guidance

Induction in AEHOF is a prestigious accomplishment, and many distinguished educators may be in the nomination queue. To present the strongest case possible for your nominee, please provide a nomination packet that is thorough, properly documented, and well organized. Once a nomination packet has been submitted, you can update it at any time as additional relevant information becomes available. Consider the following when developing the nomination packet:

- When, where, and how did the nominee make his/her contributions?
- What are the lasting benefits of the nominee's contributions, and how are they being used today?
- What distinguishes the nominee from others in the same field in terms of challenges, special talents, reliability and responsibility, respect of peers, and consistency of performance?
- What other awards and honors has the nominee received during his/her career?

See also the article, "Preparing Your Nomination Package – A Judge's Advice" included herein.

AEHOF Selection Committee members are instructed that each nomination stands on its own and is to be evaluated individually, and that the achievements of one nominee are not to be compared to the achievements of other nominees. Since the selection process is ongoing, no importance is implicated by the order of enshrinement. The Selection Committee consults the following criteria to evaluate each nominee:

- *Reputation* – The degree to which the nominee has brought credit upon him/herself and his/her profession, while demonstrating ethical conduct, responsibility, and leadership.
- *Professional Achievements* – The degree to which the nominee has demonstrated him/herself to be an outstanding educator, benefited the aviation community and/or flying public, and provided noteworthy contributions thereto.
- *Service to the Community* – The degree to which the nominee has provided *pro bono* service to the aviation and non-aviation communities.
- *Uniqueness* – The degree to which the nominee is a distinguished and unique role model.
- *Other Recognition* – Although not a prerequisite for induction, the degree to which the nominee has previously been honored for accomplishment in aviation.

Process & Timeline

Any person or group may nominate an individual for induction into AEHOF. To be considered in a given calendar year, nomination packets must be submitted no later than October 1st. Nomination packets undergo initial screening for required components, credentials are verified, and references are contacted. The Selection Committee then reviews eligible nomination packets. Inductees are announced sometime after January 1st. Eligible nominees who are not selected will be reconsidered the following year, and will remain under consideration for a period of five years. If an eligible nominee has not been selected after five years, the nomination is withdrawn; however, a new nomination packet can be submitted at any time thereafter to restart the selection process.

Eligibility

Eligible nominees include ground, flight, and simulator instructors, pilot examiners, teachers and academicians, authors, researchers and innovators, maintenance and avionics instructors, and other aviation-education-related professionals who warrant consideration either through a body of work that demonstrates sustained superior performance, or through truly extraordinary accomplishment. Moreover, nominees:

- Should have made a demonstrable contribution to aviation education
- Should have attained a high level of excellence and proficiency in the activity for which they are nominated
- Should have played a leadership role in advancing aviation education
- Must be of excellent moral character
- Must be respected within their field for integrity, professionalism, and diligence
- May be nominated as a civilian or military aviation educator
- If deceased, must not have been deceased for more than 24 calendar months preceding the date of nomination

Nominations not only will be evaluated by members of the Selection Committee, but may also be assessed by FAA and other appropriate officials for potentially disqualifying conduct. Incidents that may cause disqualification include:

- Felony or unacceptable misdemeanor conviction
- Suspension or revocation of any airman certificate or teaching credential
- Assessment of a civil penalty for a career-related violation
- Aviation-related accident history, particularly accident history demonstrating incompetence or a disregard for safety or regulations.

Required Elements

The nomination package must contain the specific elements listed below. Missing elements may lead to disqualification. Submitted material is not returnable. **Please furnish four sets** of the following (original + three copies; no binders or notebooks; nomination package on DVDs is acceptable):

- Completed nomination forms
- Supporting documentation as necessary
- Photocopies:
 - Government-issued photo identification (e.g., driver's license or passport)
 - If applicable, teaching credentials (e.g., certificates, designations, licenses, etc.)
 - If applicable, both sides of aircraft maintenance and/or pilot certificates
- Professional résumé: Three pages maximum; 11 pt. font minimum
- Biography: One page maximum; 11 pt. font minimum
- Photograph(s) of nominee: One minimum; high resolution JPEG(s) preferred
- Letter(s) of recommendation: Five maximum, two pages maximum each; 11 pt. font minimum

Preparing Your Nomination Package – A Judge’s Advice

by Rod Machado

The following ideas will help you better prepare a successful nomination/application package for consideration by the Aviation Educator Hall of Fame (AEHOF) Selection Committee.

The most important element in a successful nomination package is the nominee him- or herself. Plan to involve the nominee in every step of the process. Who but the candidate can possibly know or have access to all of the required information necessary to properly complete the package? Don’t try to make it a surprise! As an alternative, assist the individual in nominating him or herself.

The objective of the nomination package is to provide the selection committee with reasons why your nominee should be chosen over all others. The first step in doing this is to make the application as appealing and readable as possible. A typewritten application is far more user-friendly than a handwritten one. This isn’t rocket science, yet some applications look like they’ve been etched in ether by an elderly scribe. Sure, everyone likes the personal touch, but not here. Computers and word processing software now exist. Use them. If a judge has to fight to read every word, it’s likely to be a short fight.

Remember that AEHOF requires submission of certain specific information and document copies. That information is used to validate a candidate’s credentials and make the evaluation process as objective as possible. Make sure you read the instructions and adhere to the published guidelines. Submitting only the application forms with none of the additional required information to support your candidate is not a rousing endorsement and might even be disqualifying. Nor is it likely to get much attention from any judge, even if your nominee were of the same caliber as Charles Lindbergh, Chuck Yeager, or a Wright brother. On the other hand, submitting every book your nominee has written is more likely to be a distraction than an asset in making your case. A photocopy of the nominee’s book cover and the table of contents (if he or she has written a book, for instance), copies of any articles or a picture of his or her accomplishments (e.g., a resource the individual developed to help instructors teach) is usually the best way to make the point.

Submit the required number of supporting statements from a wide range of supporters, from students to public officials to captains of industry to FBO owners. You’re trying to make the case that the candidate is recognized far and wide for his or her knowledge, ability, and accomplishments. An application supported solely by a note from the nominee’s mom is unlikely to make the cut.

Since Hall of Fame nominees are typically individuals who’ve trained or assisted others in aviation, try to include a representative sample of short testimonials by individuals who’ve been helped by your nominee. Succinct, one- or two-page letters are usually more effective than long letters. Judges are volunteers and busy professionals with the same time limitations we all have.

Just because you ask someone to write a letter of recommendation or a testimonial doesn’t mean that you’ll get it during this millennium, either. Trust me here. You should start at least six months in advance when making these requests. Count on making a request multiple times before receiving a response. In some cases, you may even need to send a pen and paper to some individuals if you hope to get a letter of recommendation (I’m not kidding here, either). Does this mean that people you’ve asked to be endorsers don’t think much of the candidate? Not at all! The facts are that everyone is busy, it isn’t the highest priority for those you’ve asked, and most people aren’t easy or natural writers. If a person says he or she wants to offer a recommendation, it’s your job to be the facilitator and midwife the process. This can involve taking dictation over the phone or turning bullet points into a letter for editing and review by the author-to-be. Do it. Send the completed letter to its “author” for his or her editing and signature. Not everyone’s a writer, but everybody *is* an editor. Make sure you include a self-addressed, stamped envelope for its return, or use email if that’s more convenient. If testimonials are important to the application, then this is what it’s going to take in some cases to obtain them. When asked to write letters of recommendation, many people routinely request a copy of a current résumé along with a list of specific points the individual needs to have addressed in the letter.

Construct your submission package to sell your candidate. It's an "eye candy" thing. Create your package to get a judge's **attention**, to make your nominee **interesting** to the judge, to earn the judge's **conviction** that your nominee is unique and worthy of induction, and increase the judge's **desire** to see your nominee chosen. Don't assume that just because you think your nominee is the most deserving individual on the planet that everyone else will immediately reach the same conclusion if you merely utter the candidate's name. Make sure your introduction letter highlights the reasons why your candidate deserves this recognition. Give examples with an emphasis on what's unique, innovative and different in your nominee's performance. You can assume that **all** nominees are "great" so saying that doesn't advance your case very far. State your case, then prove it. Saying that it's so doesn't make it so. Show evidence of any and all specific accomplishments by your nominee. Evidence can be in the form of written testimonials, documentation, pictures, awards and other formal recognition, licenses, logbook copies, newspaper clippings, personal correspondence, etc.

Be considerate enough to put together a nice looking package, too. Again, think, "eye candy." Yes, presentation and neatness count, even if it doesn't say so in the rules. It's amazing that some folks won't even take the time to assemble an applicant's material in a format that's pleasing to the eye. Often, piles of paper arrive, badly photocopied, bent, battered, bundled and stapled together and in general, treated as if they'd just come off the wall of a shack located on the Bikini Atoll atomic test site. With some applications, it's as if nary a second thought was given to the assembly of such important material. Right or wrong, a neatly assembled application is more likely to impress a judge because it represents thoroughness and attention to detail, not to mention being a far more welcome invitation to read what's inside. Be attentive to detail and neatness. After all, if **you** don't care about your nominee, why should the judge?

Use a little common sense. If you send in only one copy of the application package, then this must be disassembled, photocopied in sufficient numbers for all judges, and reassembled for distribution to all judges. The reassembled version may or may not look the way you intended. Each time something is photocopied **again**, it looks a little less professional. So, seize the moment and the initiative and provide the required number of copies. Also keep a copy for your records in case the Selection Committee needs to contact you with questions, or worse—your package gets lost in the mail!

If you want to submit a nomination package, plan to do a lot of footwork to bring the entire submission package together. You have to be the driving force behind its creation and completion. Don't rely on anyone—other than the nominee—to help you in this endeavor. The nominee is much more likely to talk about helping than to actually do it him- or herself. A nomination is not just a thought, but also a commitment of time and energy. If your candidate means as much to you as he or she probably does, then be prepared to take the time to assemble the application package in a way that best demonstrates your nominee's strengths. Your nominee will surely appreciate the investment of time and energy you put into the project ... and so will the judges.

Rod Machado (www.RodMachado.com) has been a flight instructor since 1973. He has logged more than 8,000 hours of dual given. He's the author of *Rod Machado's Private Pilot Handbook*, *The Instrument Pilot's Survival Manual*, *Rod Machado's Plane Talk*, *The Best of Rod Machado's Live on 14 Audio CD's* and other aviation products.



AEHOF Nomination Form – Contact Info

Nominee

Name: Last _____ First _____ Middle _____

Address _____

Phone: Work _____ Home _____ Cell _____

Email _____ Website _____

Date of Birth _____

Date of Death (to qualify, must not exceed 24 months prior to date of nomination) _____

If Deceased, Nominee's Next of Kin – If Not, Professional Reference

Name: Last _____ First _____ Relationship _____

Address _____

Phone: Work _____ Home _____ Cell _____

Email _____

Professional Reference

Name: Last _____ First _____ Relationship _____

Address _____

Phone: Work _____ Home _____ Cell _____

Email _____

Nominator

Name: Last _____ First _____ Middle _____

Address _____

Phone: Work _____ Home _____ Cell _____

Email _____



AEHOF Nomination Form – Credentials

Nominee's Name: _____

Fields of Achievement

Check all that apply:

- | | | | |
|--------------------------------------------|--------------------------------------------------------|----------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Instructing | <input type="checkbox"/> Creating Content ¹ | <input type="checkbox"/> Academia | <input type="checkbox"/> Research |
| <input type="checkbox"/> STEM ² | <input type="checkbox"/> Inventing/Designing | <input type="checkbox"/> Air Traffic Control | <input type="checkbox"/> Meteorology |
| <input type="checkbox"/> Management | <input type="checkbox"/> Maintenance/Avionics | <input type="checkbox"/> Aerospace | <input type="checkbox"/> Aeromedical |
| <input type="checkbox"/> Military | <input type="checkbox"/> Government | <input type="checkbox"/> Civilian | <input type="checkbox"/> _____ |

Credentials

Teaching Credentials (check all that apply):

- | | | | |
|------------------------------------|---------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> National | <input type="checkbox"/> State | <input type="checkbox"/> Vocational | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Industry | <input type="checkbox"/> Organization | <input type="checkbox"/> Military | <input type="checkbox"/> Airline |
| <input type="checkbox"/> Simulator | <input type="checkbox"/> FAA | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Ratings & Designations (check all that apply):

- | | | |
|------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Airplane SEL / SES | <input type="checkbox"/> Instrument Helicopter | <input type="checkbox"/> Instrument Ground Instructor |
| <input type="checkbox"/> Airplane MEL / MES | <input type="checkbox"/> Private Pilot | <input type="checkbox"/> Airframe & Powerplant |
| <input type="checkbox"/> Rotorcraft Helicopter | <input type="checkbox"/> Commercial Pilot | <input type="checkbox"/> Inspection Authorization |
| <input type="checkbox"/> Rotorcraft Gyroplane | <input type="checkbox"/> Airline Transport Pilot | <input type="checkbox"/> Designated Pilot Examiner |
| <input type="checkbox"/> Light Sport Aircraft | <input type="checkbox"/> Flight Instructor | <input type="checkbox"/> Designated Mechanic Examiner |
| <input type="checkbox"/> Ultralight | <input type="checkbox"/> Gold Seal Instructor | <input type="checkbox"/> Designated Engineering Rep. |
| <input type="checkbox"/> Glider | <input type="checkbox"/> Master Instructor | <input type="checkbox"/> General Aviation Award Recipient |
| <input type="checkbox"/> Lighter-than-Air | <input type="checkbox"/> Basic Ground Instructor | <input type="checkbox"/> Military |
| <input type="checkbox"/> Instrument Airplane | <input type="checkbox"/> Advanced Ground Instructor | <input type="checkbox"/> _____ |

Degrees: _____

¹ "Creating Content" refers to educational content such as books, audio/visual programs, seminars, methods, etc.

² "STEM" refers to the fields of Science, Technology, Engineering, and Math.



AEHOF Nomination Form – Narratives & Affidavit

Nominee's Name: _____

To the extent possible, and applying the criteria, guidelines, and advice presented in the first few pages of the nomination package, please provide narratives summarizing the following (11 pt. font minimum; include supporting documentation as necessary):

- A. **REPUTATION** – The degree to which Nominee has brought credit upon him/herself and his/her profession, while demonstrating ethical conduct, responsibility, and leadership.
- B. **PROFESSIONAL ACHIEVEMENTS** – The degree to which Nominee has demonstrated him/herself to be an outstanding educator, benefited the aviation community and/or flying public, and provided noteworthy contributions thereto.
- C. **SERVICE TO THE COMMUNITY** – The degree to which Nominee has provided *pro bono* service to the aviation and non-aviation communities.
- D. **UNIQUENESS** – The degree to which Nominee is a distinguished and unique role model.
- E. **OTHER RECOGNITION** – Although not a prerequisite for induction, the degree to which Nominee has previously been honored for accomplishment in aviation.

Affidavit

I hereby attest that the information submitted herein is true, correct, and complete to the best of my knowledge. I understand that any misrepresentations may result in Nominee's removal from consideration for induction in AEHOF. I authorize present and past employers, the Federal Aviation Administration, and others to disclose to representatives of the selection committee relevant information about Nominee from records in their possession, and to provide copies of that information as necessary.

Nominee's signature: _____ Date: _____

Printed Name: _____

Please keep a copy of this package for your records! Submitted material is not returnable.
Send four sets (original + three copies; no binders or notebooks; nomination package on DVDs ok) to:

**AEHOF Nominations
c/o Rich Stowell
PO Box 1026
McCall, ID 83638**

Questions? Please email Info@AviationEducatorHoF.org