



Canada's Aviation Hall of Fame

Individual Nomination for Membership

The Purpose: As a contribution to Canada's heritage, to document, preserve and publicize the names and deeds of those persons whose contributions to the advancement of Canadian aviation or aerospace have been of superior benefit to Canada.

Nominee:

Family Name	Given Names
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Current Address:

(Unless deceased)

Address

City	Province/State	Postal/Zip Code
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Phone: Home	Bus
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Email address3

Place and Date of Birth:

Place and Date of Death:

Next of Kin:

Family Name	Given Names	Relationship
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Address

City	Prov/State	Postal/Zip Code
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Phone: Home	Bus
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Email address

Nominated by:**Seconded by:**

Is the Nominee aware of the nomination?

YES or NO (Check one)**Attach to this nomination form all supporting documents, in accordance with the Nomination Criteria.**

Mail to: Nominations Review Committee, Canada's Aviation Hall of Fame, 4629 McCall Way NE, Calgary, AB T2E 8A5

E-mail to: info@cahf.ca

Individual Nomination Criteria

1. Nominations may be made using the electronic form on the website or by downloading and returning a completed paper copy. All applicable parts of the nomination form must be completed and, for the paper form, signed by the Nominator and Seconder who must be careful to address each point in the criteria listed below and to verify the accuracy of the data provided. Incomplete nominations or those which do not comply with the criteria will not be accepted. Acceptance of a nomination for induction (or an Award) into the review process is at the sole discretion of the Hall, and all decisions are final and not subject to appeal.
2. For hard copies of nominations, use a clear, easy to read font (at least 12 point) on 8 ½" X 11" white paper. Please print on one side only. If completing the form by hand, please print clearly. Do not submit nominations in binders or report covers or include original documents or photos. Photocopies and scans are accepted. Videos and/or submissions using PowerPoint or similar programs are not accepted.
3. If submitting a paper nomination, only one copy containing original signatures and full contact details is required. If possible, please include an electronic copy as a single pdf to assist in processing. No hard copy is required for nominations using the electronic form on the web site.
4. Nominations are assessed according to the following criteria as they relate to the nominee's career, demonstrated leadership qualities and contributions to the advancement of Canadian aviation/aerospace:
 - challenges faced and effectively met
 - organizational and management ability demonstrated
 - stability and consistency of performance
 - special talents and aviation skills demonstrated
 - overall significance of the nominee's achievements especially those contributions considered a lasting benefit to Canada and its communities
 - recognition in degrees, honours and awards, and references
 - demonstrated respect for the nominee within the aviation and aerospace community
 - demonstrated reliability and responsibility
5. **Nominators must address these criteria in a detailed and concise account of no more than five (5) pages (maximum 3,200 words).** An introductory paragraph of no more than 100 words identifying the nominee and the reason(s) for the nomination is required. Nominators submitting a printed rather than an online nomination are strongly encouraged to use the criteria provided on the next page to organize the content of their material. Use of these criteria will facilitate the nomination review process.
6. The nomination package must include a head and shoulders photograph suitable for reproduction (or equivalent) and, **if possible**, copies or evidence of:
 - Licenses held or other relevant qualifications;
 - Details of any military service;
 - Decorations, honours, awards, degrees and other recognition.
7. **At least four (4) letters of support augmenting** the nomination are required from persons other than the Nominator and Seconder. These letters must reference factual information, supplementing that in the nomination document. Nominators are encouraged to provide letters, written from first-hand experience where possible, from a variety of sources and to avoid pro-forma endorsements or duplicated text. Handwritten letters must be clearly readable. **ALL letters submitted must include the return address, phone number and/or email address of the sender.**
8. While induction into Canada's Aviation Hall of Fame is intended to honour individual contributions and accomplishments, it is recognized that in exceptional circumstances groups of individuals, including members of families, working together may have made equally exceptional contributions meriting collective recognition. For assistance with proposed nominations of this type, please contact the Hall directly.
9. It is important for nominators to understand that the Nominations Review Committee will not add to details presented, but will verify their authenticity and evaluate the Nominee's overall contribution to Canadian aviation/aerospace. The overall quality of nomination submissions will be taken into account during the review process.
10. Nominations must be electronically dated or postmarked by **May 31st** to receive consideration by the Nominations Review Committee for that year. Receipt of the nomination will be acknowledged. Nominators will be advised of the status of their candidate's file after the final inductees have been confirmed for the year.
 - All Nominations remain active for a minimum of five years. Short-listed nominations not selected for immediate induction remain active for ten years in total. Supplementary material submitted during each period of nomination will not extend that period. Thereafter, nominations may be re-submitted twice more. '

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Please demonstrate how the nominee meets the selection criteria outlined below.

- 1) Challenges faced and effectively met.
- 2) Organizational and management ability shown.
- 3) Stability and consistency of performance.
- 4) Special talents and aviation skills demonstrated.
- 5) Overall significance of nominee's achievements. Contributions considered a lasting benefit to Canada.
- 6) Recognition in degrees, honours and awards, and quality and source of references.
- 7) Respect within the industry, leadership and reputation.
- 8) Reliability and responsibility shown.