



Connecticut League of History Organizations

Awards of Merit

Nomination Instructions

Nominations must be postmarked by January 15, 2009. You can submit any project completed within the *18 months* leading up to the deadline (e.g. projects completed between July 15, 2007–January 15, 2009). Awards will be announced at the CLHO Annual Conference. For more information contact: Sandy Elgee, CLHO, Sandy@clho.org or (203) 624-9186 or; Christopher Dobbs, Chairperson, Awards Committee, cdobbs@noahwebsterhouse.org or (860) 521.5362 x12.

CLHO Awards of Merit

The Connecticut League of History Organizations presents *Awards of Merit* in recognition of outstanding institutional and individual contributions, in keeping with current professional standards, that enhance and further the knowledge and understanding of Connecticut history. The purpose of the *Awards of Merit* is to recognize the care, thought and effort invested in these contributions and to inspire and encourage others by acknowledging exceptional contributions to state and local history. Currently, the League presents *Awards of Merit* in four categories:

- 1) **Project:** exhibition, restoration, preservation, special research, Web site, etc.
- 2) **Publication:** book, exhibition catalog, video, DVD, newsletter, pamphlet, etc.
- 3) **Educational Program:** for schools, children, adults, groups with special needs, lecture series, demonstrations, Power Point presentations, etc.
- 4) **Individual Comprehensive Work:** an individual's long-term efforts resulting in a tangible product

History organizations are encouraged to nominate their own work, as well as outstanding contributions by neighboring organizations. Individuals may nominate their own work, with the exception of the Individual Comprehensive Work award. Only works completed in the preceding 18 months are eligible for nomination. Nominated works must be historically accurate, properly documented, easily used, and understood and have specific goals. Nominated books should contain accurate citations, an index and a bibliography or list of works cited. Project nominations must contain photographic or video documentation of the final installation. All nominations must include an accurate budget, showing sources of funding and expenses incurred.

CLHO Awards of Merit Committee

The League's *Awards of Merit* Committee reviews all nominations. The committee is composed of at least five individuals representing different areas of expertise and different size institutions, including volunteer and non-volunteer organizations. The League continually searches for outstanding new ideas that might serve as a model for other societies, and the Awards Committee will consider nominations that use models developed by other organizations but improve and carry such models to a higher level of excellence. The Awards Committee may give more than one award or no award in any category. Incomplete nominations will not be judged and will be returned to the nominator. Decision of the Awards Committee is final.

CLHO Awards of Merit Information and Guidelines

Please read this information carefully before completing your nomination. For more information contact: Sandy Elgee, CLHO, Sandy@clho.org or (203) 624-9186 or; or Christopher Dobbs, Chairperson, Awards Committee, cdobbs@noahwebsterhouse.org or (860) 521-5362 x12.

Nomination Cover Sheet Instructions (next page)

Title: Name of Nominee as it would appear on the *Awards of Merit* Certificate.

Nominated for: Check the appropriate category of the title of the nominated work.

Nominee Information: The name of the individual or organization nominated for an *Awards of Merit* and how to contact them.

Contact person: If other than the individual or organization nominated, complete this section.

Nomination submitted by: The person or organization submitting the nomination (you).

Instructions for Nomination Binders

For each nomination, provide the following items, in order, each on separate pages, and submit (2) copies of all materials in standard three-ring binders:

- 1) Nomination Cover Sheet.
- 2) A succinct description of the nominated work with an explanation of why it should receive a CLHO *Awards of Merit*.
- 3) Background of nominee: Provide a resume/curriculum vita for all key project personnel. If an organization, provide a concise description, including mission, programs, staff, audience, membership, and annual budget.
- 4) A detailed budget for the nominated work, including all relevant sources of income and expenditures. (The budget for the nominated work is in addition to the annual budget required for nominating institutions.)
- 5) A description of the original goals of the nominated work and how they were met.
- 6) A description of the intended audience and its response to the nominated work. If there was an unexpected response to the work, describe it here.
- 7) A brief explanation of the historical research conducted for the nominated work, including a bibliography of sources consulted.
- 8) At least three letters providing critical evaluations of the quality and caliber of the nominated work's historical content, and an assessment of the work's overall impact. Letters from individuals not affiliated with the nominee or nominated institution will carry more weight.
- 9) Supporting publicity: newspaper articles, photos, reviews, etc.

Nominations for Projects must include photographic or video documentation of the project.

Nominations for Publications must include a copy of the publication.

Nominations for Educational Programs must include a copy of the program;

Power Point presentations must include both a copy of the presentation and its written narrative.

**Submit Nomination Cover Sheets and (2) Binders, postmarked by January 15, 2009, to:
Awards Committee, CLHO, 940 Whitney Avenue, Hamden, CT 06517**

The Awards Committee will notify you (the nominator) of the Committee's decision before the Annual Conference. If you want the nomination materials returned, please arrange to pick them up at the Annual Conference, or make alternate independent arrangements with the Awards Committee.



Connecticut League of History Organizations

Awards of Merit

Nomination Coversheet

Complete and insert in each of your (2) Nomination Binders. Send Binders to:
Awards Committee, CLHO, 940 Whitney Avenue, Hamden, CT 06517
Must be postmarked by January 15, 2009.

Title: _____

Nominated for: Check one category.

Project: Publication: Educational Program: Individual Comprehensive Work

Nominee information:

Name: _____

Mailing address: _____

Phone: _____ Fax: _____ Email address: _____

Contact person: (if other than nominee)

Name: _____

Mailing address: _____

Phone: _____ Fax: _____ Email address: _____

Nomination submitted by:

Name: _____

Mailing address: _____

Phone: _____ Fax: _____ Email address: _____