



**2017 HONORING LOCAL HEROES
Friday, November 3, 2017**

Plum Hollow Country Club ▪ 21631 Lahser Road, Southfield, Michigan

NOMINATION FORM

This “Black, No Tie” affair provides an opportunity to raise community awareness of local heroes whose actions support the foundation’s program focus on scholarship, cultural arts, and community enrichment. Nominations will be accepted from the community. The Torch of Wisdom Foundation, Inc. Board of Directors will review the nominations and select honorees by mid August. See reverse side for criteria.

We encourage you to nominate a local hero (individual or organization) to be recognized at the event. Please complete this form and return it to TOWF, INC. HLH2017, P.O. Box 2787, Southfield, MI 48037 or email to info@torchofwisdomfoundationinc.com by **July 30, 2017**.

- Category Scholarship
 Cultural Arts
 Community Enrichment

Name of Nominator: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ (preferred) _____

E-mail address: _____

Name of Nominee: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ E-mail address: _____

Provide the name and contact information for the person who would be most effective in personally asking the nominee to accept the award. Note: Selected honorees must be able to attend the event on Nov. 3rd.

Please attach a 600 word (maximum) description detailing information about your nominee that will assist the committee in making their selection. Consider referencing how your nominee contributes to the community and other organizations, those who have benefited from your nominee’s contributions and personal traits that have led to your nominee’s effectiveness. Feel free to submit supplemental materials such as corroborating letters of support from other organizations, news articles, etc. For

information about previous recipients, visit www.towfinc.org. Click on the Media tab. If you have questions, contact Beverly Cousin at bcousin5@aol.com or 586.556.0321.

Nominating Criteria

All Nominees must meet the following criteria:

- 1) Predominately Serve and/or work in ONE of the following areas as outlined by the statements below:
Scholarship - serving students to promote academic excellence and community service
Cultural Arts – creating and implementing programs that heighten awareness of the arts and expose the works of local and national artists
Community Enrichment- enhancing the lives of youth and their families through programs that build stronger communities
- 2) Must physically attend the Honoring Local Heroes event on Friday, November 3, 2017, from 6:30-9:30 PM.
- 3) Must provide a biographical statement and photograph to be displayed publicly

Nominating Process and Timeline

Step 1	Nominee names and information submitted <ul style="list-style-type: none">• Provide nominee's name, phone, mailing address and email address• Provide brief statement as it relates to the nominees work with scholarship, cultural arts or community enrichment.• Provide confirmation that the candidate will be able to BE PRESENT at the event (Fri. Nov 3rd)
Step 2	List of nominees sent to TOWF Board
Step 3	Board votes
Step 4	Voting results emailed to Board
Step 5	Confirmation of honoree's acceptance by Nominator <ul style="list-style-type: none">• Nominator to send email to bcousin5@aol.com to document that Nominee accepts and will attend the event.
Step 6	Formal letters mailed to the confirmed honorees <ul style="list-style-type: none">• Include signed release of image for marketing purposes• Honoree provides biographical statement and photograph

THANK YOU FOR YOUR PARTICIPATION IN THIS NOMINATION PROCESS.