



NOMINATION INSTRUCTIONS

A nomination to the Conwell-Egan Catholic High School Hall Sports Hall of fame must be received in the CEC-SHOF office not later than Friday, October 21, 2022, to be considered for the Class of 2023. The completed nomination form and support materials must be sent to:

Bill Burns '73 - Sports Hall of Fame Chairman
Conwell-Egan Catholic High School
611 Wistar Road
Fairless Hills, Pennsylvania 19030
Email: shof@conwell-egan.org

Nomination forms must either be sent by mail, overnight carrier, hand-delivered, or email and must be completed with all requested information. Please do not fax nomination forms.

The nomination form must include the following:

1. The nomination form itself, completed in its entirety. It is preferable that the nomination form be typewritten. The form also is available on the CEC web site (www.conwell-egan.org) as a PDF document that can be downloaded, completed and printed out.
2. A minimum of two (2) and a maximum of four (4) letters of recommendation. These letters of recommendation should be limited to one typewritten page each.
3. Photocopies (8.5" X 11" letter size) of not more than eight of the following: newspaper clippings, magazine articles, event programs, score book pages, statistical printouts or other such materials that substantiate the nominee's accomplishments and contributions. These materials should focus on high school accomplishments and contributions and should be arranged in chronological order. **DO NOT SEND ORIGINALS.**
4. A current head and shoulders photograph of the nominee.

All information submitted will be retained by the CEC SHOF Committee.

Nominations for the CEC-SHOF will be reviewed by the committee and (a) be approved; (b) put on "hold"; or (c) placed for inactive category. The "hold for future consideration" category means a nominee may be considered again for induction and that additional information and supportive material would be helpful before future consideration. "Inactive" indicates that the nominee no longer will be considered for the CECSHOF induction until re-nominated. A one-year waiting period is required before re-nomination.

If a nomination is not selected by the committee, it is placed in the "Hold for future Consideration" category and automatically resubmitted to the committee the following year. The nomination, however, will be considered for no more than three consecutive years. If the nominee is not selected for induction during this three-year period, the nomination becomes "inactive." An individual whose nomination becomes "inactive" no longer will be considered for induction until re-nominated. Again, a one-year waiting period is required before re-nominations.

The ninth annual CEC-SHOF Induction Ceremony and Awards Banquet will be held on March 23, 2023. Individuals for induction as a member of the Class of 2023 will be notified in writing of their induction not later than December 2022. They may be asked to provide additional biographical information at that time.