

## **Lifetime Achievement Award**

### **Application Instructions**

The Lifetime Achievement Award was created by the Minnesota Alliance of Local History Museums (MALHM) to honor the excellent work performed by individual in Minnesota's public history community. The intention of the program is to give due recognition to the individuals who have demonstrated leadership within their organization, their community, and to Minnesota's history community in the preservation and promotion of local and state history. The award is intended for those who have completed a body of work not less than 25 years in the state of Minnesota. A combination of experience within the nominee's work status is acceptable to meet the criteria.

#### **Filling out the Nomination Form**

**A general rule of thumb to follow as you are filling out the nomination form is to check each box for a black "+" sign in the lower right hand corner.** If this appears, you have overfilled the box and the review committee may not be able to see the additional information. If this symbol appears, revise the text to fit within the box. Do not attach additional sheets. All of your information must fit within the boxes provided.

#### **Nominee Information**

- Fill out the complete contact information for the nomination.
- Multiple boxes may be checked in the work status section.
- All nominees must have reached the award criteria within the period of January 1, 2017 to December 31, 2017. A combination of experience within the nominee's work status is acceptable to meet the criteria, as long as it took place within the state of Minnesota.
  - Someone who has reached the 25-year threshold must have had his or her 25<sup>th</sup> anniversary date occur **within or prior to** the award period.
- Posthumous awards may be given to individuals that passed away between January 1, 2017 to December 31, 2017.

#### **Nominator Information**

- Fill out the section completely.

#### **Nomination**

- Nominee Background
  - Within the character limit, tell us about the nominee. Discuss the nominee's professional background, work accomplishments, length of service, service to local, regional, or statewide history organizations, and more. Use this section to introduce the nominee to the Selection Committee.
- Nomination Statement
  - Describe the reason why this person should receive an award within the character limit. Tell us what the nominee has done to advance the

preservation and promotion of local and state history. How have they demonstrated leadership in Minnesota's history community?

#### Required Documents

- Two letters of critical testimony
  - These letters should come from museum or public history professionals, but not the person submitting the nomination. Not more than one letter can come from a community leader outside of the history profession. Each letter should address the nominee's demonstration of exceptional leadership and the nominee's impact on the community or constituency(ies) served.
- Photographs of the project
  - Photos can be extremely valuable in evaluating a nominated project. Depending on the project, before and after images can be helpful.
- Samples of the individual's work or resume
  - Samples may include published items (books, newspaper editorials), completed project materials (example – page from a database the nominee created or exhibit panel).
  - **Electronic submissions (PDF, video files, or links) are preferred as a copy will be needed for each reviewer and it is much easier to distribute an electronic version. If an electronic version is not available, the nominee may be asked to provide a copy to each reviewer.**

#### Optional Documents

- Additional letters of critical testimony
- Media coverage
  - Any clippings, recordings, or additional media coverage can be used by the reviewers in evaluating the nominee.

### **How to Submit Nominations**

All nominations should be submitted in one of these two methods:

#### *U.S. Mail*

**Send one copy of your nomination form and additional materials (loose paper, flash drive, or CD) to:**

Jill Wohlnoutka  
Kandiyohi County Historical Society  
610 NE Hwy. 71  
Willmar, MN 56201

#### *Email*

**Send a single PDF packet to:** [kandhist@msn.com](mailto:kandhist@msn.com)

### **Questions**

Contact the Minnesota History Awards Coordinator Jill Wohlnoutka by phone at (320) 235-1881 or by email at [kandhist@msn.com](mailto:kandhist@msn.com).

### **Submission Deadline**

All nomination materials must be received by the Awards Coordinator by 4:30 PM on Friday, February 2, 2018.

### **When will nominees be notified of their award**

The nominee and nominator will be notified by email the week of March 5 of the nomination's status. Winners will be invited to the 2018 MALHM Conference in Marshall on April 25 and 26. The award presentation will take place following lunch on April 26.

Each award winner will be sent a press release that can be used in their local area to promote their achievement.



# 2018 Lifetime Achievement Award Nomination Form

All nominees must have reached award criteria on or by December 31, 2017. Self-nominations are discouraged.

The following documents must accompany your nomination: 1) Two letters of critical testimony, 2) Samples of the individual's work or resume, and 3) Photographs of the individual. Optional documents that may enhance your nomination include: 1) Additional letters of critical testimony and 2) media coverage. Refer to the nomination instructions for more detailed information.

## Nominee Information

Name of  
Nominee

Organization

Work Status                          Paid staff member  
    Board Member  
    Volunteer - excludes board service  
    Retired staff member

Mailing Address

City/Zip

Phone Number

Email

Date Reaching  
Achievement

## Nominator Information

Name of  
Nominator

Phone Number

Email

Nominee Background (1,500 character max)

Nomination Statement (1,500 character max)