



Missouri School for the Deaf

HALL OF FAME POLICY

I. Purpose

The purpose of the Missouri School for the Deaf (herein known as MSD) Hall of Fame shall be to honor MSD individuals who have made outstanding accomplishments in areas of faculty/staff, community service, education, or sports.

- A. Presentation of awards shall be made annually during the banquet by MSD Hall of Fame Committee in conjunction with MSDAA members.

II. Committee

- A. The Board of MSDAA shall appoint a Hall of Fame Committee Chairperson for a term of two years.
- B. All committee members shall be members of MSDAA.
- C. The roles/responsibilities for each of the positions for MSD's Hall of Fame are as follows:

Chairperson

1. To provide leadership to ensure and oversee the effective operation of the MSD Hall of Fame Committee.
2. To set up, plan and run meetings on a regular basis with the Hall of Fame Committee.
3. To develop the meeting agenda and submit meeting and committee progress reports.
4. To ensure the functions and progress of committees, activities and projects.

Treasurer

1. To receive all monies belonging to the MSD HOF from all sources, keep a detailed record of transactions, and ensure that monies received match receipts.
2. To make deposits within ten (10) days after receiving the receipts into the proper classified accounts under the MSD HOF's name under the signatures of the Treasurer and the Chairperson.
3. To provide a financial report on the MSD HOF to the MSDAA Treasurer during meetings or

whenever requested.

4. To make any business transactions within the authorization of the Chairperson and Committee members.
5. To have the treasurer's books and financial reports be audited by the Committee's appointed Auditors.

Awards Coordinator

1. To get a list of Hall of Fame Inductees' names, class year and sports.
2. To order individual awards to be presented to the Inductees at the MSD Hall of Fame Banquet.
3. To arrange for the addition of Inductees to the MSD Hall of Fame Wall.

Banquet Coordinator

1. To determine a date, location, time for the MSD Hall of Fame banquet with the approval of MSDAA Board of Directors.
2. To prepare Tickets, Awards, Reception, Facility, Interpreters, and Budget.

Media Coordinator

1. To work closely with the Banquet Coordinator to set up technology access for the banquet, including LCD projectors, TV screens, microphones, and interpreters, in addition to coordinating the program book and public relations.
2. To videotape and create the short film to be shown at the banquet presentation, featuring the winners of Hall of Fame Inductees.

Nomination Coordinator

1. To update and send out the Nomination information (Form and Video)
2. To collect and review the nominations of Hall of Fame candidates.
3. To set-up a meeting date with the Nomination and Selection Committee to review the nomination of potential Hall of Fame candidates.
4. To adhere to the Hall of Fame Nomination and Selection procedures.
5. To coordinate with MSD Burney Fishback Museum Historian.
6. To prepare Awards

III. Duties and Responsibilities of the Hall of Fame Committee

- A. The Hall of Fame Committee shall be responsible for the following:
1. Oversee the Hall of Fame activities.
 2. Send letters of congratulations and banquet invitation to inductees and cc to MSDAA President.
 3. The chairperson will notify the MSDAA President of their induction decision and he/she shall pass on the information to the webmaster.
 - a.) For specific sport or service area
 - b.) For individual or team
 4. Select and purchase awards and certificates, if needed.
 5. Prepare a program book.
 6. Arrange for a Hall of Fame master of ceremonies at the banquet.
 7. Nomination forms shall be provided by the Hall of Fame Committee and shall be available on the website at www.msdaa.org.
 8. The deadline for nomination is 60 days from the banquet date of that year.

IV. Criteria for Selection

- A. Follow the descriptions of the Guidelines.

V. Procedures

- A. The Hall of Fame Committee shall screen the nominations and based on criteria, shall choose qualified individuals/ teams.
- B. Nominees shall be selected by three-fourths vote of the committee members present.

VI. Awards and Certificates

- A. Presentations of awards shall be made at the banquet annually by MSD Hall of Fame Committee.
- B. Inductees who are living shall be conferred with an award. Players on any sports team, inducted into the Hall of Fame, shall be recognized with an award.
- C. Awards for sports and other categories shall be displayed or exhibited in the Burney Fishback museum with the permission of the Superintendent.
- D. If an inductee is deceased, his/her award shall be displayed, and congratulations along

with his/her certificate shall be extended to his/her surviving relatives.

E. The size and format of the award should be uniform.

VII. Hall of Fame Fund

A. Expenses for a banquet, awards, and other expenses are covered in part from bequest, donations, and fundraisers.

B. Any remaining proceeds from the Hall of Fame events shall be kept in the account for future Hall of Fame events.

C. The Hall of Fame shall open a bank account in the area of Chairperson and Co-Chairperson's residences with signatures of the Chairperson, Co-Chairperson and Treasurer.

D. The Hall of Fame Treasurer shall complete the financial reports within 60 days from the day of the event and notify the MSD HOF Chairperson. He/She shall appoint three (3) auditors within 30 days.

E. After the audit is completed, they must turn in their financial reports immediately to both MSDAA Treasurer and MSDAA President.