

## PURPOSE

The LETR International Executive Council Athlete Award was created to recognize outstanding Special Olympics Athletes who have contributed to the success of the Law Enforcement Torch Run<sup>®</sup> on a local, state or national level. The LETR International Executive Council Athlete Award nominee should be someone who contributes to Torch Run and Special Olympics in spirit, dedication and enthusiasm in an effective fashion.

## SELECTION

All nominations applications and their required support materials must be submitted via the online format available through the official LETR website <http://www.lettr.org> and received no later than **5:00 PM, EDT, Saturday, May 14, 2016**. The selection committee may select up to as many as three individuals annually when more than one recipient is deemed appropriate by the committee. This year's award presentation will be conducted at the Law Enforcement Torch Run International Conference General Session, Friday, September 16, 2016.

LETR International Executive Council Athlete Award nominees will remain in consideration for two years in total. Nominees not selected in their first year of eligibility will remain in consideration for one (1) additional year. It is the responsibility of the nominating Program to update the application the following year. Failure to do so will be considered an incomplete application process for the current eligible year and could result in no consideration of the nominee for the award.

**The eligible nominees for 2016 carried over from 2015 requiring updated applications are:**

Kevin Brown – New York, Adam Hays – Maryland, Fred Seigel – New York,  
Vivienne Shockley – Montana and Katherine St. Amand – Alberta

## CRITERIA

This award is sponsored by the LETR International Executive Council and is intended to highlight and recognize the contributions of Special Olympics Athletes from around the world. The focus of this award is to recognize a special athlete, someone who has contributed to the success of their respective Law Enforcement Torch Run at a local, state, provincial or national level.

To be eligible for consideration, a nominee must have participated for at least five (5) years in the Law Enforcement Torch Run and the nominee's involvement must demonstrate a substantive contribution to the Law Enforcement Torch Run for Special Olympics.

All nominations must, at the time of submission, include a completed nomination application that is available on the LETR website, two (2) letters of support and six (6) to eight (8) digital photos of the nominee meeting the below listed photograph requirements, knowledge and approval of the nominee's Special Olympics Program CEO, LETR Liaison and Director. All of these items must be received by the due date for the nomination to be considered. No exceptions. Failure to include requisite materials will be considered an incomplete nomination packet and could result in no consideration of the nominee for the award.

## PROCESS

To obtain the official Athlete Award nomination application, you must go to the LETR website <http://www.lettr.org> and click on the Nominations & Surveys tab at the top of the main page.

There are three tabbed sections on the Nominations & Surveys page – ELECTIONS, AWARDS and SURVEYS. Click on the AWARDS tab.

This section contains instructions, nomination forms and the specific detailed information regarding the nomination processes. At the bottom of this section are a series of buttons.

The buttons relating to nominations for the Executive Council Athlete Award are shown below:







# 2016 Executive Council Athlete Award

# LAW ENFORCEMENT TORCH RUN<sup>®</sup>

FOR SPECIAL OLYMPICS


**SO ATHLETE**

-  **Instructions** → View this document
-  **Form** → Download the Nomination Form
-  **Nominate** → Commence the on-line nomination submission



Please note that the on-line submission page for the Executive Council Athlete award is protected by a PIN as shown.

The PIN for this webpage is: **4926**



Enter 4-Digit Pin

The nomination process opens to all LETR Programs on Monday March 14, 2015. All nomination applications and their required support materials must be submitted via the online format available through the LETR website <http://www.lettr.org> and received no later than **5:00 PM, EDT, Saturday, May 14, 2016**.

All LETR Programs will receive notification of the application process. All submitted nominations will be forwarded to the LETR International Executive Council Athlete Award selection committee.

## 2016 Executive Council Athlete Award



The selection committee will be comprised of a LETR Regional Coordinator, Executive Council Special Olympics Athlete as well as other LETR members selected by the committee chairman and approved by the committee.

Each committee member will review the nomination applications and support materials and independently vote for each nominee in rank order fashion. Notification of the recipient's selection will be made to the nominator, otherwise the result will be kept confidential and not extend beyond the selection committee and nominator. If possible, arrangements will be made to ensure the presence of the honoree. All nominees and recipients will be announced at the LETR International Conference award presentation.

For the nominee to be considered the completed nomination application must be accompanied by:

1. Two (2) letters of support on Program / Department letterhead; at least one of must be from the nominee's Special Olympic Program LETR Liaison OR the Law Enforcement Torch Run Director.
2. Six (6) to eight (8) photos of the nominee meeting the above listed criteria are required to be submitted with the nomination. Failure to include photos will be considered an incomplete application and could result in no consideration of the nominee for the award.
3. Knowledge and approval of the nominee's Special Olympics Program CEO, LETR Liaison and Director.

Questions or comments regarding the criteria and selection process for this award should be directed to the Chairman of the Athlete Award Selection Committee.

## PHOTO REQUIREMENTS

In order to create the highest quality presentation, Programs should submit only high resolution digital photos in JPG file format. Photos should be minimally 1 MB per photo to achieve the necessary resolution for a sharp image projection on the IMAG screens at the conference. Photos taken with a cell phone are typically not suitable for projection.



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LAW ENFORCEMENT  
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Photos that have been compressed for emailing or do not meet the above minimum file size requirements are unusable for this project as the quality and clarity of these compressed files is severely compromised and therefore cannot be used.

Additionally, submitted photos of your candidate should be “semi-close-ups” with a relatively uncluttered background so that they are readily recognizable in the photo. At least one photo should be a close-up of the nominee. Your assistance in providing digital images with your application for nomination that meet these minimum requirements is much appreciated.