



LAW ENFORCEMENT
TORCH RUN[®]
FOR SPECIAL OLYMPICS

2016 John Carion “Unsung Hero” Award

PURPOSE

The John Carion Award was created to recognize outstanding individuals who have contributed to the success of the Law Enforcement Torch Run[®] on a local, state or community level. The John Carion “Unsung Hero” should be someone who contributes to the Torch Run and Special Olympics in spirit, dedication and enthusiasm in an effective and unheralded fashion. The award was also created to honor the memory of Sergeant John Carion, Sterling Heights (MI) Police Department and his many contributions to the Law Enforcement Torch Run and Special Olympics. The award is presented by the LETR Regional Coordinators from around the world and intended to recognize an unsung Torch Run volunteer on behalf of John Carion, who was himself an unsung Torch Run hero.

SELECTION

The nomination process opens to all LETR Programs on Monday March 14, 2016. All nomination 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**. Hall of Fame inductees and individuals currently on the Hall of Fame “active” nomination list are not eligible for this award. Otherwise, nominations for this award are not limited.

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 Honors Luncheon, Friday, September 16, 2016.

John Carion “Unsung Hero” 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 nominator to update the nomination application for the second year of eligibility. Failure to do so will be considered an incomplete application process and could result in no consideration of the nominee for the award.



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Eligible John Carion “Unsung Hero” nominees for 2016 carried over from 2015 requiring updated applications are: Rick Allen - New York, Jeff Fugett - Missouri, Danny Hall - Delaware, Don Hieduck - Wyoming, Gwen Johns - Oregon, Gerri McCorkle - Southern California, Jim McIlveen - Ontario, Brian McKnight - Colorado, Hilda Moloney - Ireland, Steve Palmer - Iowa, Marcus Rhodes - South Carolina, Phil Rodgers - Northern California, Kathy Schult - Wisconsin, Tommy Walker - Indiana, Joanne Wild - British Columbia.

CRITERIA

This award is sponsored by the Law Enforcement Torch Run Regional Coordinators from around the world and is separate from the Law Enforcement Torch Run Richard LaMunyon Hall of Fame. This award is intended to highlight and recognize contributions at the “grass-roots” level - local, state / provincial or community, whereas the Hall of Fame is intended to recognize more widespread, comprehensive contributions at the national and international level.

To be eligible for consideration, an “Unsung Hero” nominee must have participated for at least five (5) years in the Law Enforcement Torch Run and the nominee’s involvement must exhibit a substantive contribution to the Law Enforcement Torch Run[®] for Special Olympics at the local, state, provincial, or community level. The nominee’s actions must demonstrate they were done in spirit, dedication and enthusiasm in an effective and unheralded fashion.

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, 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 required 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.

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PROCESS

To obtain the official John Carion “Unsung” Hero 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 Carion Award are shown below:

A screenshot of a web interface showing a yellow header with the text "CARION AWARD". Below the header are three buttons: "Instructions" (with an information icon), "Form" (with a download icon), and "Nominate" (with a checkmark icon). Blue arrows point from each button to the right, leading to the following text: "View this document", "Download the Nomination Form", and "Commence the on-line nomination submission".



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

The PIN for this webpage is: **3055**



Enter 4-Digit Pin

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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 nomination process is open to all LETR Programs beginning Monday March 14, 2016. All submitted nominations will be forwarded to the John Carion selection committee. The selection committee will be comprised of four LETR Regional Coordinators and other Council members selected by the committee chairperson 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 a qualified nominee to be considered the completed nomination application must be accompanied by:

1. Two (2) letters of support from people who have worked closely with the nominee
2. Six (6) to eight (8) photos of the nominee meeting the below 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 & approval of the 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 John Carion “Unsung Hero” 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 must be minimally 1 MB per photo to achieve the necessary resolution for a sharp image projection on the IMAG screens at the conference.



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Photos taken with a cell phone are typically not suitable for projection. 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.