



## Guidelines for the Preparation of Nomination Packages

# Citrus Hall of Fame

The Citrus Hall of Fame of Florida honors distinguished leaders whom have made significant contributions to the Florida citrus industry. Nominations are due November 1<sup>st</sup> of each year, and those received after this date will be considered the following year. An individual may be nominated for three (3) consecutive years but then cannot be considered for one (1) year before starting the process again.

Those making nominations are encouraged to provide detailed relevant background information describing the nominee's contributions to the citrus industry. Other activities may be of interest, but all candidates will be considered mainly for their impact on the citrus industry. No specific format is required, so be creative but not verbose! Electronic nominations, Word or pdf files, are encouraged. They can be emailed to the addresses shown below.

- All nominations must be submitted using the official Nomination Form as a cover sheet.
- Summarize contributions and accomplishments that the individual has made to the citrus industry. This is the most important source of information the selection committee examines.
- Complete the Nomination Form carefully following directions stated on the form.
- Additional pages with organization affiliations/offices held, publications (if applicable) and letters of recommendation should provide additional strength to the nomination package. These additional pages must be chosen and prepared wisely with careful thought given to enhancing the candidate's qualifications for the award. Sometimes too much information can be distracting or trivial.
- Send completed applications to:  
(Electronic submissions preferred)

[jackson71344@yahoo.com](mailto:jackson71344@yahoo.com) or [BBurne1003@aol.com](mailto:BBurne1003@aol.com)

Hard copies should be sent to:

Florida Citrus Hall of Fame  
411 E. Orange Street  
Lakeland, FL 33801

For More Information contact Brenda Eubanks Burnette at (561) 351-4314.

**NOTE: Applications must be received by midnight, November 1. Those that arrive after this deadline will be considered the following year.**