







## Guidelines for 100 Club Annual Heroes Award Nominations

The 100 Club solicits your nomination for (1) “Officer of the Year” or “Firefighter of the Year”, (2) “Rookie of the Year”, (3) “Lifetime Achievement Awards” and (4) “Service Animals”.

*Nominations may be made for exceptional achievement in any police or firefighting endeavor; including, but not limited to, extraordinary valor, crime prevention, investigative activity, community relations, juvenile programs, drug prevention and control, training programs, traffic safety and innovative approaches to police service or firefighting service. Nominees should be someone who represents your department/agency with honor and extols the highest standards of law enforcement or firefighting service.*

A Rookie is defined as an officer or firefighter who is in his/her first or second year as a law enforcement officer or firefighter. The “Lifetime Achievement Award” is for an officer or firefighter to be recognized for outstanding service and performance over a period of at least 20 years. The “Service Animal Award” is for outstanding service and performance of an agency’s service animal. You may nominate as many officers/firefighters as you deem fitting based on the criteria that follows.

The Law Enforcement Selection Committee comprised of law enforcement officers from the eighteen counties covered by The 100 Club, picks the law enforcement award winners. The Firefighters Awards Selection Committee comprised of firefighters from the eighteen counties covered by The 100 Club picks the firefighter award winners.

Any law enforcement officer or firefighter in the eighteen counties, regardless of rank may submit nominations within their profession. **YOU MUST USE THE FORM ON THE REVERSE SIDE TO PRESENT THE NOMINATION and the nomination must be signed by the CEO of the law enforcement or firefighting agency.** A detailed written narrative of circumstances involving the distinguished performance of the nominee is required. You may attach additional pages if needed. **Please do not submit any supportive documentation unless you are contacted.** If you need additional forms you may contact William Skeen at The 100 Club Office, 713-952-0100, or go to our website at [www.the100club.org](http://www.the100club.org).

**Nominations for the Heroes Awards Banquet will be accepted during the year at The 100 Club Office from January 1 to December 31. The deadline for submitting nominations is December 15th. However, any event for nomination, which occurs between December 16 and December 31, may be submitted to the 100 Club office by December 31st of that year.** The Law Enforcement Selection Committee or the Firefighters Awards Selection Committee will check with the nominee’s agency if additional information is needed and, if necessary, interview the person who has made the nomination.

**PLEASE NOTE:** The eligibility period for exceptional achievements for awards for the banquet held in May of each year is from January 1 through December 31 of the previous year, e.g., Banquet held in May of 2019’s eligibility period would be January 1, 2018 to December 31, 2018.