



Federation of Historical
Bottle Collectors

Virtual Museum of
Historical Bottles and
Glass

The Federation of Historical Bottle Collectors

Honor Roll Procedure for Nomination

FOHBC - Processing Nominations

The Business Manager shall inform the President when a nomination is received. The Business Manager shall reproduce copies of the nomination document and send copies to the Honor Roll committee, and all members of the Board.

Honor Roll Nominations

The Honor Roll committee shall review the nomination documents and evaluate it in accordance with criteria approved by the Board. The committee shall present the nomination to the Board recommending disposition on the nomination.

If approved by a 2/3 majority vote of the entire Board, the nomination shall be approved. If the nomination does not receive the approval, it shall be removed from further consideration at that time. The nomination may and must be resubmitted if it is to undergo further consideration.

Recognition of Inductee(s)

Once an Honor Roll nominee has been approved, the following steps shall be taken:

1. The President shall send a letter informing the inductee(s) of the award to be presented and inviting him or her to the annual convention where the award will be presented. *See Appendix A*
2. If attending the convention, the inductee(s) shall be the guest of the FOHBC for one night's accommodation and one ticket to the Awards Banquet. The President shall make sure that appropriate reservation(s) have been made and provided for by the FOHBC.
3. The Honor Roll committee chairman shall make sure that the award materials have been prepared and ready for presentation at the Awards Banquet.
4. If the inductee(s) is attending the convention, the nominator/researcher who submitted the nomination shall be invited to the convention to present the award at the banquet.

Award Materials

The following shall be prepared for each inductee to the Honor Roll:

1. An approximately 8½ x 11 inch certificate with the inductee's name, with a summary of his or her achievements shall be prepared by the Business Manager and signed by the President. This certificate shall be presented to the inductee at the time of receiving the induction and shall be similar in appearance to the Hall of Fame certificate. *See Appendix B*
2. The inductee's name shall be added to the Honor Roll plaque, which is displayed with Hall of Fame material at FOHBC conventions.

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Appendix A: Example of Notification Letter

Federation of Historical Bottle Collectors
Richard Siri, President
PO Box 3818
Santa Rosa, California 95402
707.542.6438
RTSiri@sbcglobal.net

January 5, 2009

Johnnie Fletcher
1300 S. Blue Haven Drive
Mustang, Oklahoma 73063

Re: FOHBC Honor Roll Award

Dear Mr. Fletcher,

I am pleased to inform you that at the March 3, 2009 meeting of the FOHBC Board of Directors, your nomination to the Honor Roll was approved. Your official induction will take place at the awards banquet, which will take place on July 31st at 6:00 pm at the Sheraton Fairplex in Pomona, California in conjunction with the 2009 FOHBC National Bottle Show.

The FOHBC is pleased to offer you one ticket to the banquet for you and accommodations for you and a guest at the convention hotel for one night.

Please let me know if you will be able to attend to personally receive your award so arrangements can be made for you.

Congratulations on your accomplishment.

Sincerely

Richard T. Siri
FOHBC President

Appendix B: Certificate:

Typical certificate is shown below. Certificate is to include the honor received, name of the individual, a summary of achievements being recognized and the signature of the FOHBC President.

