



## **Lena Bosch Lifetime Achievement Award Nomination Guidelines**

### **Description of Award**

The Lena Bosch Lifetime Achievement Award, established in 2020, recognizes individuals who have exhibited outstanding, creative, innovative and visionary leadership in the growth and advancement of the arts in our community through involvement in the Annette Howell Turner Center for the Arts (Center).

### **Nomination Requirements**

1. Candidates for the Award may be nominated by any individual following the guidelines listed below.
2. All nominations shall remain in effect for three years from date of submission. The Center's Executive Director will track this requirement.
3. Nominees must have been actively involved with and have been members of the Center for a minimum of 15 years.
4. Nominees must have demonstrated a consistent track record of leadership, hard work and dedication to the Center in various aspects of the Center's mission.
5. Nominees must have earned the respect and admiration of community and Center members.
6. Self-nominations will not be accepted.

### **Nomination Guidelines**

(Submission Packets shall include Items 1-4)

1. Completed Award Nomination Form signed by the nominator. Online submissions are permissible.
2. A cover letter from the nominator summarizing the nominee's qualifications and commitment to the Center.
3. Supporting documents from two additional individuals who are familiar with nominee's contributions describing nominee's impact on the Center.
4. The above letters should reflect the nominee's activities, committees, awards, honors, contributions of leadership/service, community involvement and other relevant information, especially involvement in and non-monetary contributions to the growth of the Center.
5. The nomination packet will be screened for completeness by either staff or an Awards Task Force member. If time permits, the nominator will be notified of any missing items. Applications that are incomplete at deadline for submission will not be evaluated.
6. At the conclusion of the evaluation process, the Awards Task Force will select a single recipient to be approved by the LVAC Board of Directors.
7. The President of the LVAC Board of Directors will present the award to the selected nominee, or in the case of a posthumous award, to a family member, and reserves the right to not present the award on an annual basis.