

NOMINATOR'S TOOL KIT



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HOW TO NOMINATE **HALL OF FAME**

Induction into the American Quarter Horse Hall of Fame is the greatest honor to be bestowed upon any horse or human in the Quarter Horse industry. Inductees hold historical significance in our industry, greatly impacting the lives of others by providing inspiration to all generations and for generations to come.



Our Mission: to honor those humans and horses that have made a transformational impact upon AQHA and the American Quarter Horse industry. Both horse and human inductees should have made a historically significant influence upon their respective fields or disciplines, and the horse should have shown great accomplishment in those areas. The lives of human inductees should reflect their enduring influence upon their field or discipline, and should show the highest level of character and integrity.

WHAT TO LOOK FOR

Hall of Fame nominations are evaluated through multiple rounds of review based on the following criteria and recommended by the AQHF Hall of Fame Committee for annual induction.

- **History of Service** – long-term commitment
- **Character & Integrity** – admired by many
- **Industry Impact** – all around greatness
- **Enduring Legacy** – made a mark
- **Historical Significance** – withstands the test of time
- **Accomplishments** – overall excellence
- **Breed Integrity** – a bloodline to be proud of

The Hall of Fame inducts a limited number of horses and humans (including an eligible AQHA Past President) annually. Hall of Fame inductees are nominated in one of two ways:

1. **Member-Submitted Nomination:** AQHA members are encouraged to submit a nomination packet for horses or humans whose activities and/or achievements have impacted the American Quarter Horse industry. Candidates must meet the criteria for nomination (below).

The “*three-year rule*” allows nominees to be considered for induction for a maximum of three selection years (consideration period) before rotating off the evaluation schedule. The human or horse must be re-nominated after a three-year interval before being eligible for future consideration and/or induction.

2. **AQHA Past President:** An AQHA Past President will be automatically inducted into the Hall of Fame five years after his/her term of office. The Hall of Fame Committee will not consider any AQHA Past President through a Member-Submitted Nomination prior to the five-year anniversary of his/her presidency.

Members of the AQHA Executive Committee, AQHF Board of Trustees, Foundation Council, Hall of Fame Committee, AQHA/AQHF Employees are NOT eligible for nomination during their tenure.

CRITERIA

All candidates for induction must be nominated under the following guidelines and sorted into one of two categories, as specified below:

Horse

- Horse must be deceased.
- Horse must be recognized through the American Quarter Horse Association breed registry. This may include an American Quarter Horse and/or Thoroughbred as outlined within the current AQHA Rulebook.
- Horse must be outstanding for a multitude of years as a sire, dam, competitor OR brought exceptional visibility to the American Quarter Horse breed.

Human

- Person may be either living or deceased.
- Person is a member in good standing with the American Quarter Horse Association and/or has made a significant impact on AQHA and the industry.
- Person whose activities occurred during the existence of AQHA (i.e., post 1940).
- Person's activities should be outstanding over a multitude of years and contributed to the advancement of the American Quarter Horse industry.
- Person has conducted themselves in a positive way that is becoming of the honor of Hall of Fame induction.

NOMINATION MATERIALS

Member-Submitted Nominations must include the following materials for consideration. Nominations must be submitted electronically through the American Quarter Horse Foundation's online application system. All nomination materials must be **submitted online by April 1**.

1. **Nomination Letter:** Nominator must submit a letter of introduction to accompany the nomination packet.
 - a) The letter should contain specific information on the nominee's contributions and influence, and nominator's reasons for nominating them. Nominator can mention their specific character traits and impact. It's important to detail the nominee's best qualities so that the evaluator understands why the nominee is an excellent choice for Hall of Fame induction. Nominator can also mention how nominee's actions have affected, inspired, or motivated nominator personally.
 - b) The nomination letter should also include an index of the materials provided within the submitted packet.
2. **Nominee Contact Summary:** Nominator must provide current contact information for the nominee and/or their representative(s).
3. **Letters of Endorsement:** Nominator must include a minimum of three letters (required) to endorse the nomination. A maximum of five letters will be accepted for each nominee. Letters should be at least one-page in length.
 - a) Letters of endorsement must be prepared by an individual with direct knowledge of the nominee's activities, accomplishments, or impact within the American Quarter Horse industry, such as:

- i. Horse: owner or breeder of the horse, exhibitor, jockey, promoter, trainer, etc.
 - ii. Human: a family member, personal or close family friend, a business and/or professional contact, etc.
 - b) Letters should clearly indicate the nominee's contributions to their field or discipline and include the variety of activities performed to receive Hall of Fame recognition (i.e., nominee's industry-related activities, offices held, honors, achievements, horse's prominent offspring, other industry activities and achievements, etc.).
4. **Support Information:** Nominator should include supplementary materials to enhance the nominee's application that further provides verification of all achievements, awards, and/or honors referenced within the nomination packet. These items may include published works about the nominee through newspaper articles, feature stories, press releases, etc.
- a) Ideally, a bibliography page should be included in the submission packet which outlines the support information provided. Achievements and/or awards should be dated and listed in reverse chronological order with the most recent listed first.
 - b) A five-generation pedigree for the nominated horse should be included in these supplementary materials.

Current AQHA/AQHF Staff may NOT nominate nor write letters of endorsement for a nominee/nomination. Current AQHA Executive Committee, AQHF Board of Trustees, Foundation Council, and Hall of Fame Committee or Subcommittee members may NOT nominate nor write letters of endorsement for a nominee/nomination.

Apply online at aqhfoundation.smapply.io

All nomination materials must be submitted online. Faxed and/or mailed applications are NOT eligible for consideration. Questions or inquiries may be directed to the American Quarter Horse Hall of Fame at (806) 378-5029 or foundation@aqha.org.

AQHF Staff Contact Information

Laura Owens
Programs Director
lowens@aqha.org
(806) 378-5034

Ashley Owens
Programs Liaison
aowens@aqha.org
(806) 378-5021

SUBMISSION CHECKLIST

Hall of Fame Nominations



1. Review criteria for American Quarter Horse Hall of Fame nomination:

- **Nominations open January 1.**
- Go online to <https://aqhfoundation.smapply.io>
- Read guidelines and instructions on “How to Nominate”.
- Make sure the human or horse meets criteria.

2. Identify Nominator who will serve as the primary contact:

- Multiple people may network and rally to prepare and submit a nomination online. However, one key person should be identified to serve as the primary contact.
- This person will submit a letter of introduction for the nomination, detailing the nominee’s contributions and influence, industry impact, character, etc. (i.e., explain why nominee is an excellent choice).
- If assistance is needed to submit documentation online, please ask a friend or family member who can perform this task on your behalf.

3. Request three to five letters of endorsement for the nomination:

- Identify and reach out to people who can serve as a good reference for the nomination.
- Ideally, these people should have direct knowledge of the nominee’s impact and can endorse the nominee’s qualifications for induction consideration.
- Make sure letter providers know to indicate nominee’s contributions to their field or discipline, activities performed, and include in a one-page letter: AQHA activities, offices held, honors, achievements, horse’s prominent offspring, other Quarter Horse industry-related activities and/or achievements, etc.
- Send letters of endorsement to nominator so they can be uploaded online.

4. Compile support documentation necessary to accompany nomination:

- Identify publications (magazines, newsletters, etc.) to request relevant stories or articles about the nominee.
- Contact associations, affiliates, and alliance partners to request pedigrees, awards and/or performance statistics about the nominee (See “Resources List”).
- Ask for requested information be emailed to nominator.
- Condense requested information, data and/or statistics into an overview or summary that can be uploaded with the nomination.
- Create cataloged list of documents that nominator will submit online.

5. Create an account and submit the nomination online:

- Go online to <https://aqhfoundation.smapply.io>
- “Create an Account” and follow prompts to submit an online nomination.
- Utilize cataloged list to upload nomination documents (i.e., nomination letter, 3-5 letters of endorsement, articles, pedigree, etc.)
- **Nominations close April 1.**

Nominator's Resource List
AMERICAN QUARTER HORSE
HALL OF FAME



Nominators may utilize this list of contact information to request records for nominee membership, registration, awards, publications, pedigrees, etc. Related research fees may apply and should be negotiated with the listed organization.

American Quarter Horse Association

www.aqha.com

(806) 376-4811

National Snaffle Bit Association

<https://www.nsba.com/>

(847) 623-6722

American Quarter Horse Journal

www.aqha.com/journal

(806) 376-4811

Professional Rodeo Cowboys Association

<https://www.prorodeo.com/>

(719) 593-8840

Barrel Horse News

www.barrelhorsesnews.com

(817) 569-7107

QData (formerly Robin Glenn Pedigrees)

www.robinglenn.com

(405) 262-3244

Equineline (reports & pedigrees)

www.equineline.com

(800) 333-1778

(859) 224-2800

Quarter Horse News

www.quarterhorsesnews.com

(817) 737-6397

EquiStat (Performance Horse Data)

www.equistat.com

(817) 737-6397

Speedhorse Magazine

www.speedhorse.com

(405) 310-4651

National Barrel Horse Association

www.nbha.com

(706) 722-7223

Track Magazine

<http://trackmagazine.com>

(888) 343-9831

(254) 965-9667

National Cutting Horse Association

<https://nchacutting.com/>

(817) 244-6188

Western Horseman

www.westernhorseman.com

(817) 737-6397

National Reining Horse Association

<https://nrha.com/>

(405) 946-7400

Women's Professional Rodeo Association

<https://www.wpra.com/>

(719) 447-4627

National Reined Cow Horse Association

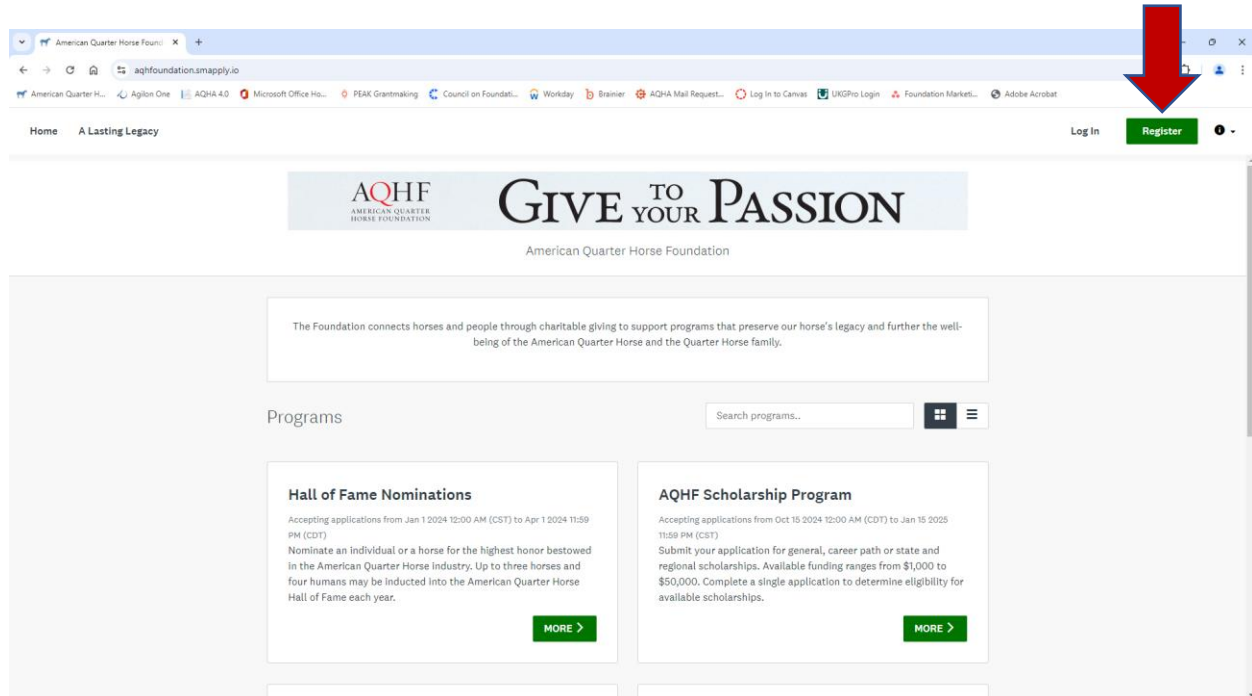
<https://www.nrcha.com/>

(940) 788-1500

CREATING YOUR ACCOUNT

To create your SurveyMonkey account, go to the following web address and click the “**Register**” button in the upper right side of your screen:

<https://aqhfoundation.smapply.io/>



Once you click on the “**Register**” button, you will be directed to a new screen asking for your First name, Last name, Email and Password. You will also need to confirm your chosen password by retyping it and selecting or checking the box “I’m not a robot.” Then click the green button “**CREATE ACCOUNT.**”

*NOTE: As a security precaution, SurveyMonkey may require you to perform a quick test during this process to determine if you are legitimately trying to open an account (i.e., I’m not a robot). An example is provided below. Once you have completed this test, please click “**VERIFY**” 😊*

CREATE ACCOUNT

Return to American Quarter Horse Foundation

Already have a SurveyMonkey Apply account? **LOG IN**

Apply

Register for an applicant account

Register with

OR

First name Last name

Email

Password

Confirm password

VERIFY

Return to American Quarter Horse Foundation

Already have a SurveyMonkey Apply account? **LOG IN**

OR

First name Last name

Email

Password

Confirm

By regis

Select all images with a **bus**

VERIFY

Once you have created your account, you should be directed to the **“Programs”** screen below. This screen provides a list of all current AQHF programs and the

deadline dates to submit your application. Select the green button “**MORE >**” in order to access specific guidelines, criteria and application for the program.

PROGRAMS

The screenshot shows the American Quarter Horse Foundation website. The header includes the AQHF logo and the slogan "GIVE TO YOUR PASSION". Below the header, there is a search bar for programs. Two program cards are displayed:

- Hall of Fame Nominations**: Accepting applications from Jan 1 2024 12:00 AM (CST) to Apr 1 2024 11:59 PM (CDT). Description: Nominate an individual or a horse for the highest honor bestowed in the American Quarter Horse Industry. Up to three horses and four humans may be inducted into the American Quarter Horse Hall of Fame each year. A green "MORE >" button is at the bottom.
- AQHF Scholarship Program**: Accepting applications from Oct 15 2024 12:00 AM (CDT) to Jan 15 2025 11:59 PM (CST). Description: Submit your application for general, career path or state and regional scholarships. Available funding ranges from \$1,000 to \$50,000. Complete a single application to determine eligibility for available scholarships. A green "MORE >" button is at the bottom.

A red arrow points to the "MORE >" button on the AQHF Scholarship Program card.

APPLY

The screenshot shows the "APPLY" page for the Hall of Fame Nominations. The header is the same as the previous screenshot. The main content area features a large green "APPLY" button. Below the button, the following information is displayed:

- Hall of Fame Nominations**
- Nomination submissions for the Hall of Fame Class of 2026 open January 1, 2025 and must be submitted online by April 1, 2025.**
- Opens**: Jan 1 2025 12:00 AM (CST)
- Deadline**: Apr 1 2025 11:59 PM (CDT)

A red arrow points to the "APPLY" button.

Once you selected “**MORE >**” and have reviewed the criteria and instructions for submitting a program application, click the green button “**APPLY**” to view and complete the required application tasks.

If you have questions regarding the application and submission process, we hope you will contact AQHF staff for further assistance – (806) 378-5021.

NOMINATION FORMS

The screenshot shows a web browser window with the URL aqhfoundation.smapply.io/sub/32591104/. The page header includes the American Quarter Horse Foundation logo and navigation links for Pages, Programs, My Applications, and a user profile for Laura Owens. The main content area is divided into two sections. On the left, a progress bar indicates '0 of 5 tasks complete' and shows the last edit time as 'Jan 17 2025 12:13 PM (CST)'. Below this are 'REVIEW' and 'SUBMIT' buttons, and a deadline of 'Apr 1 2025 11:58 PM (CDT)'. On the right, the nomination ID '2026-0000000270' is displayed, along with a 'Preview' link and tabs for 'APPLICATION' and 'ACTIVITY'. Below these tabs is a 'Your tasks' list with five items: 'Nominee Contact Summary', 'Upload Nomination Letter', 'Upload Letters of Endorsement', 'Upload Support Information', and 'Upload Nominee Photo', each with a right-pointing arrow.

HELPFUL HINT

- If you do not remember your password, then click on “Forgot your password?” during the log in process.
- Once you select “Forgot your password?”, you will be directed to a new screen. Please enter your email address and select “**SEND INSTRUCTIONS**”.
- You will receive an email from SurveyMonkey with additional information on how to reset your password. Please follow the instructions accordingly.
- If you do not receive the email promptly, please be sure to check your spam or junk mail folder for the email from SurveyMonkey.