

**Texas-Oklahoma District of Kiwanis International**  
**Layperson of the Year**  
**Nomination Form Instructions**

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The attached Nomination Form may be reproduced as needed. Please try to make good, straight, clean copies on good quality paper if possible.

Every Club in Kiwanis has one or more members deserving of special recognition for not only outstanding Kiwanis service but also activities in their respective churches, synagogues, or temples, and in the community. These folks are ideal candidates for “Layperson of the Year.” Remember, however, that, as the title suggests, **nominees should not be in the clergy.**

This year, we encourage each Club to either have a Prayer Breakfast or participate in its Division-wide Prayer Breakfast. Typically these occur in May of each year and are the perfect occasions to recognize and honor each Club’s and/or Division’s “Layperson of the Year.”

Each Club may, of course, select its “Layperson of the Year” at any time. Appropriate local recognition should be given to the Club winner during a special ceremony at the Club’s Prayer Breakfast, at a Club meeting, at some other Club function, or at the Division Prayer Breakfast.

The completed Nomination Form of each individual Club’s winner should be sent to its Lt. Governor **by May 1, 2010** (or as soon as necessary to allow a selection to be made of a Division “Layperson of the Year” prior to that Division’s Breakfast). Division-wide recognition should be given to the Division winner during a special ceremony as deemed appropriate.

Each Lt. Governor is to submit, to **the District Chair by May 31, 2010**, a single completed Nomination Form, with all supporting paperwork, for its Division winner. Please assure that Nomination Forms submitted to the District Chair **include all information requested on the form, including signatures as indicated, the recommendation letter(s), and the photograph** (although the photograph, alone, can be reserved, if not available, or at the option of nominee, until following the selection of the District winner).

Lt. Governors should forward their Division winner’s form to:

*Richard O. Witte, Human & Spiritual Values Chair*  
*802 South 8<sup>th</sup> Street*  
*Chickasha, OK 73018-4428*

Feel free to call with questions: Phone (405) 222-2313 (Home), (405) 224-1000 (Office), or [rojawitte@aol.com](mailto:rojawitte@aol.com) (Email).

**NOMINATION FORM**  
**KIWANIS INTERNATIONAL TEXAS OKLAHOMA DISTRICT**  

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**LAYPERSON OF THE YEAR**

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**Nominee:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
                    Last Name           First Name           Middle/Initial

**Home Address:** \_\_\_\_\_  
                                    Number & Street           Apt. /Suite No.           City           State           Zip Code

**Telephone Number:** (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
                                    Business                           Home                           Fax

**Family Information [names/relationships]:** \_\_\_\_\_

**Business/Profession/** \_\_\_\_\_ **Name of Business**  
**Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

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**Kiwanis Involvement [membership history, activities, positions held, honors, etc]:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Attach additional sheet if necessary)**

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**Church/Temple/**  
**Synagogue:** \_\_\_\_\_ **Phone No:(\_\_\_\_)** \_\_\_\_\_

**Address:**

\_\_\_\_\_

**Number & Street                           City                           State                           Zip Code**

**Minister/Pastor/Rabbi:** \_\_\_\_\_ **Phone No:(\_\_\_\_)** \_\_\_\_\_

**Nominee's activities in local congregation:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other activities representing his/her faith:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Humanitarian and/or Spiritual activities:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Attach additional sheet for any of the above if necessary)**

List persons (Kiwanis and/or others) from whom letters of recommendation are attached:  
[Not more than five (5)]

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**Nominating Club Information:**

Club: \_\_\_\_\_ President: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_  
                     Number & Street                                      City                                      State                                      Zip Code

Chairperson, Human & Spiritual Values: \_\_\_\_\_ Phone No: \_\_\_\_\_

Affix here a recent 2.5" X 3.5" black & white photograph: [optional with initial submission]

Place Photo Here

**Nominee's Commitment:** By signing below, I understand that the photograph requested above, if not initially attached, and letters of recommendation from my Minister, Pastor, or Rabbi are required for final winner selection.

Signature of Nominee: \_\_\_\_\_

**Nomination Deadline is May 1, 2010.** Send completed Nomination Form to your Division Lt. Governor for selection of a Division winner. Then, together with photograph and required recommendation letter, send to the District Chairperson for Human and Spiritual Values (Richard O. Witte, 802 South 8<sup>th</sup> Street, Chickasha, OK 73018-4428) by May 31, 2010 for selection as Layperson of the Year.

Approved: \_\_\_\_\_, Lt. Governor Div \_\_\_\_\_ Date \_\_\_\_\_