1) The person submitting a nomination for the Leo Hall of Fame shall be a Leo High School graduate or a Leo faculty member.

2) The nominee shall be a Leo High School graduate, faculty member or benefactor.

3) The nominee shall have brought exceptional honor to Leo High School and themselves through business, government, community service, academia, medicine or dental, athletics, religion, public service, military service, or trade unions. The nominee shall have upheld and promoted the Catholic family values taught at Leo High School.

4) The nominee shall be an Active supporter of Leo High School and its activities by giving of time, talent or financial support through the Leo High School Alumni Association or the school directly.

5) NOTE: It is recommended that a maximum of six nominees be selected each year for the Hall of Fame Award. If more than six nominations are received in a year, the voters shall select the six most outstanding nominees. In rare cases, it may be appropriate to select one or two additional nominees.

If a nomination cannot be selected / voted because the quota of six nominees per year has been selected, it is recommended that the nomination be resubmitted the following year(s).

6) It is highly recommended that the award recipient attend the annual award ceremony / banquet. Acceptable reasons for not attending the ceremony are: the recipient is too ill to travel, or is deceased, or the travel distance is too far to travel. A delegate may attend the award ceremony on behalf of the recipient.

7) It is recommended that the Secretary of the Alumni Association be the custodian of this document and store the document both in an electronic medium and in paper form.

8) This document should be reviewed annually and updated when necessary.

9) Version Control: this document shall be managed using version control. When updated, the date shall be updated. The document with the most current date is the current version.

10) This document was co-authored by Noah Cannon, Gene Earner, Frank McDermott, Bern Pepping and Jerry Schmitt.