



# DOG OBEDIENCE CLUBS OF FLORIDA



DOCOF

## Standard Operating Procedure

Title	Dedication of DOCOF Tournament to an Individual				
Number	15004	Date Approved	9/15/15	Date Active	9/15/15
Rescinds		Review Date		Pages	1
<b>Purpose</b> To create a uniform system for establishing a person as the dedicatee at the Annual Event					
<b>Policy</b> DOCOF shall honor individuals that deserve recognition as outstanding handlers, judges, or officers.					
<b>Practice</b> One month before the publishing of the DOINGS handout the Board will remind the Delegates of the opportunity to dedicate DOCOF to a given person. This will be by electronic communication.  Upon receiving the nominees, the 1 <sup>st</sup> Vice President will research and fact check the nominee and confirm the basic veracity and weight of the person nominated. The 1 <sup>st</sup> Vice President will then within one week of the nominations, forward the name to the Board of Trustees.  Upon receipt of the recommendation from the 1 <sup>st</sup> VP, the Board will select an honoree. Then the 1 <sup>st</sup> VP will collect whatever memorabilia, signs etc. that are to be included in the dedication. The nominating organization should help with this process.  The Honoree shall not be named until the morning of the Annual Competition.  The 1 <sup>st</sup> Vice President or his or her designee will ensure that the dedication is assembled in an appropriate location at the site of the event.					
<b>Form</b> The attached form will be used to nominate an honoree					

## DOCOF Honoree Nomination

Person Nominating the Honoree							
Organization or Club							
Contact Information		Email Address					
Phone 1		Phone 2					
Mailing Address	Street						
City						Zip Code	
Best Contact Time	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>	
Honoree Name							
<p>Please write a statement as to why your club or organization would like to nominate this person. This should be thorough enough to inform the board as to the appropriateness of this person to be honored at DOCOF. Ideally it includes volunteer work, stewarding, exhibiting, and leadership that impacted DOCOF as a whole. This person nominated can be alive or deceased. Send the nomination to the 1<sup>st</sup> Vice President. Email address to be found on FB or the Website.</p>							
Received date				Result	Approved <input type="checkbox"/> Referred for later <input type="checkbox"/>		