



# **LUSO-AMERICAN FINANCIAL**

*A Fraternal Benefit Society*

## **GUIDELINES for the “RODRIGO ALVERNAZ Fraternal Award of Merit”**

*As a fraternal benefit society, part of Luso-American’s obligation is to reach out to the communities we are a part of and aid those in need around us through our organization, our families, churches, and community.*

*Mr. Rodrigo Alvernaz embodied these ideals of fraternalism in all he did during his several years of dedication to the Luso-American family.*

*The purpose of this fraternal award is to recognize those members that have gone that extra "mile" in volunteer fraternal service (i.e., Meals on Wheels, disaster relief, hospital work, other fraternal organizations, schools, etc.). Through their tireless volunteer efforts, the community and Luso-American have benefitted significantly.*

*These are people who rarely say, "No!" and are always willing to lend a hand.*

**Nominations are accepted each year through May 1<sup>st</sup> deadline.**

### **Eligibility**

- The award nominee must be living at the time of selection and a benefit member in good standing of Luso-American Financial – A Fraternal Benefit Society.
- Executive Officers, Directors, Sales Agents and the Home Office staff are not eligible to receive the award.
- Current Fraternal Directors, their spouses or immediate family members are not eligible.
- Nominees of any age are eligible.
- An individual may be nominated more than once.
- This award can be won only once by an individual.

### **Award Description**

- The annual winner’s name will be added to the master Rodrigo Alvernaz Fraternal Award of Merit plaque which will be on display at the Luso-American Home Office in Dublin, CA.
- An engraved plaque will be presented to the individual award winner.
- The program will be publicized in the LUSO Magazine, and the winner will be featured. In addition, this winner information will also be provided on our website at [www.luso-american.org](http://www.luso-american.org) and other media outlets.

### **Program Procedure**

- Nomination Forms for nominees must be received at the Home Office no later than May 1<sup>st</sup>.
- Contest information, promotional data and nomination forms will be disseminated by the Rodrigo Alvernaz Fraternal Award of Merit Committee of the Fraternal Board of Directors.
- Councils, Officers or Members are urged to conduct a search to select their nominee for the Rodrigo Alvernaz Fraternal Award of Merit.
- Councils, Officers or Members are allowed to submit ONLY ONE nomination per year.
- The winner of the Award cannot be nominated again in the future.
- The winner will be chosen by Rodrigo Alvernaz Fraternal Award of Merit Committee. The decision of the Committee is final.

### **Notes on filling Out Nomination Form**

- Each nominee will be judged on his/her own merits. Previous honorees and their accomplishments should not be the criteria for this year’s selection.
- When filling out the nomination form, please print legibly, or type, all information requested. This is especially important for narrative information.

**A clear and complete narration is extremely important to the selection process.**



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## NOMINATION FORM

### “RODRIGO ALVERNAZ Fraternal Award of Merit”

**NOTE:** Please remember to include one “head and shoulders” color photograph of the nominee with this form.  
**All nominations must be received at the Home Office no later than May 1<sup>st</sup>**

#### I. NOMINEE’S PERSONAL DATA

Nominee’s Name: \_\_\_\_\_

Home Address/City/State/Zip: \_\_\_\_\_

Phone number: (     ) \_\_\_\_\_ Cell number: (     ) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Education: \_\_\_\_\_

#### II. LUSO MEMBERSHIP INFORMATION

Number of years as member of Luso-American \_\_\_\_\_

Local Council Name/number: \_\_\_\_\_

City and State of Council: \_\_\_\_\_

Positions Held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Local Council officer submitting nomination: \_\_\_\_\_ Position: \_\_\_\_\_

Address/city/state/zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Cell number: (     ) \_\_\_\_\_

E-mail address: \_\_\_\_\_



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## **III. STATEMENTS**

Please review the following three categories and provide your responses in the space provided.

### **A. FRATERNAL SUPPORT**

Describe your nominee's significant involvement within the Luso American Fraternal, Local or at state. Include participation in all Society activities and list the position held

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### **B. COMMUNITY SERVICE**

Describe how this nominee has provided significant volunteer service to his / her community or participated in outreach programs and environmental activities in the local, state or international level.

(Examples: Church groups, mentoring programs, school or community activities, disaster relief efforts, cultural programs, community or service groups or involvement with other fraternal organizations mobilized youth and adults to work in their community.)

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## C. ACHIEVEMENTS, ACCOMPLISHMENTS & AWARDS

List the nominee's specific accomplishments, achievements and awards he/she received during and indicate the effects on Luso-American and his/her community. Include any awards and recognition received from the Society, other organizations, and from the community.

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## D. ADDITIONAL INFORMATION

Give any additional information about this nominee that may assist the selection committee in making their selection.

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*By signing my name, I am certifying the accuracy of the information provided.*

Council Officer's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Council Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Attach additional sheets if necessary.*