



## DHO Annual Implementation Plan

(enacted 1 November 2005 - revised 6 December 2005)

In order to assure adequate preparation, planning, and execution of a successful Distinguished Hispanic Ohioan (DHO) Awards Presentation every year, this Annual Implementation Plan is designed to set benchmarks, deadlines, and responsibilities for the Commissioners, the Director, and the Office of Hispanic/Latino Affairs.

- I. Date & Location
  - a. The DHO shall be a Dinner Gala held on the third Friday of April each year.
  - b. The DHO shall be held at the Statehouse Atrium or at some other location in Columbus that is in keeping with the dignity and character of the ceremony.
- II. Commission Responsibilities. The Commissioners shall be responsible for:
  - a. Selecting the DHO Award Recipients.
  - b. Establishing the DHO Budget.
  - c. Supporting the fundraising efforts related to the DHO.
  - d. Submitting all Nominations Packets on time.
  - e. Meet all deadlines set herein for the DHO.
- III. Director Responsibilities. The Director shall be responsible for:
  - a. Securing the venue and necessary suppliers for the DHO.
  - b. Publicizing the DHO on a timely basis.
  - c. Recommending three (3) Keynote Speakers to the Commissioners.
  - d. Preparing the Selections Packets for the Commissioners.
  - e. Reporting on the status of the DHO on a monthly basis.
  - f. Meet all deadlines set herein for the DHO.
- IV. Deadlines – Commissioners
  - a. The DHO Budget shall be established on or before October 1<sup>st</sup>.
  - b. All Nominations Forms shall be submitted to the Office on or before January 15<sup>th</sup>.
  - c. The Keynote Speakers shall be determined by February 28<sup>th</sup>.
  - d. All DHO Award Recipients shall be determined by February 28<sup>th</sup>.
- V. Deadlines – Director
  - a. All fundraising letters shall be sent out on or before November 1<sup>st</sup>.
  - b. The DHO venue shall be secured on or before November 1<sup>st</sup>.
  - c. All Nominations Forms shall be sent out on or before December 1<sup>st</sup>.
  - d. Three (3) Keynote Speakers shall be proposed to the Commissioners by January 15<sup>th</sup>.
  - e. All Selections Packets shall be sent out on or before January 31<sup>st</sup>.
  - f. All DHO Save The Date notes shall be sent out by February 14<sup>th</sup>.
  - g. All DHO Invitations shall be sent out by March 15<sup>th</sup>.
  - h. All coordination of the DHO Dinner Gala shall be carried out by the Office at the direction of the Director.
- VI. DHO Criteria – Nominees must be or should have:
  - a. Hispanic/Latino/a
  - b. Two years of community service, above and beyond one's job

- c. Working with a Latino community organization
  - d. An Ohio resident, or performed service of great, tangible benefit to Ohioans
  - e. Of good character and community standing, exhibiting leadership
- VII. La Familia Award Criteria – Nominees must be or should have:
- a. NOT Hispanic/Latino/a
  - b. An individual OR a community organization is eligible for the award
  - c. Two years of community service, above and beyond one’s job
  - d. An Ohio-based person or group, or performed service of great, tangible benefit to LATINO Ohioans
  - e. Of good character and community standing, exhibiting leadership
- VIII. Selections Processes
- a. There shall be a limit of 8 DHO Awardees and 4 La Familia Awardees per Year
  - b. There shall be a limit of 1 DHO and 1 La Familia nominee per Commissioner
  - c. The public shall be invited and encouraged to submit nominations directly to OCHLA
  - d. The Commissioners shall vote to determine final Awardees
- IX. Sample Nominations Forms
- a. Name, full home address, phone number, and e-mail of Nominee
  - b. Name & City of Nominating Individual
  - c. Question 1: Why is the nominee worthy of the DHO/La Familia Award?
  - d. Question 2: What is the nominee’s track record of community service?
  - e. Question 3: How has the nominee worked with the Latino community?
  - f. Question 4: What service(s) of ‘great, tangible benefit to Ohioans’ has the nominee performed? When?
  - g. Question 5: What service(s) of ‘great, tangible benefit to LATINO Ohioans’ has the nominee performed? When?
  - h. Question 6: How has the nominee exhibited good character, community standing, and leadership?
  - i. Question 7: What relationship does the nominee have to the nominating individual?
  - j. Please attach a detailed biographical narrative and a resume or CV to the packet.