

GUIDELINE FOR SUBMITTING  
NOMINATIONS FOR NFMC CITATION

PR 9-1

Name of Nominee\_\_\_\_\_

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

Telephone:\_\_\_\_\_ Email:\_\_\_\_\_

The above information and a resume of the nominee should contain specific information as to the nominee's service as stated below.

In order to be considered for an NFMC Citation the following rules must be met:

From the NFMC Standing Rules (F3):

1. Only nominees who have won nationwide prominence through distinguished service to the cultural, musical and artistic life of the nation should be nominated.
2. Candidates may be nominated by any state federation through its president, any national board member or national chair.
3. The names of active officers and chairs of the National Federation of Music Clubs or state federations may not be considered for citations.
4. No one who has received a previous NFMC National Citation may be cited again.
5. If the selected nominees cannot be present to receive the citation, it may not be presented.

Rules Covering Nominations:

1. The deadline for submitting nominations shall be November 15 of the even-numbered year.
2. The selection of organizations and individuals to receive an NFMC Citation shall be made by a panel of three judges selected by the Citations Chair and approved by the President.
3. Nomination may be written in citation form, consisting of 100-150 words.
4. Supporting data must be presented, double-spaced, to include title, background, accomplishments, activities, etc. of the nominee.
5. This resume should be a maximum of two pages.

The Citations Committee shall give careful consideration to all nominees, but the final power of nominations shall be vested with the citations committee.

Signed\_\_\_\_\_

The qualifications of the nominee must be sent by mail or email to the Chair of the Citations Committee:

Kathleen Theisen      20 C Peace ST, Danbury, CT 06810      Kathleen@kathleentheisen.com

This form and nominee resume must be received on or before the deadline of November 15, 2026