



# **Governor's Awards Nomination Packet Governor Henry McMaster**

## Governor's Awards

The Governor of South Carolina may bestow upon an individual The Order of the Palmetto, The Order of the Silver Crescent, or The Certificate of Appreciation. These prestigious awards recognize those who have made significant contributions to the life and well-being of South Carolina and her people. Governor John C. West presented the first Order of the Palmetto in the summer of 1971. The Order of the Silver Crescent was established by Governor David Beasley in 1997 and modified in 1999 by Governor Jim Hodges. The Certificate of Appreciation was created under Governor Nikki R. Haley in 2011. While the usage of these awards has varied over the years, they have always been utilized to recognize outstanding achievements, service, and contributions to South Carolina.

## Descriptions of Awards

**The Order of the Palmetto** is the state's highest civilian honor awarded to citizens of South Carolina for extraordinary lifetime achievement and for national or statewide service. The Order of the Palmetto is a once in a lifetime achievement.

**The Order of the Silver Crescent** is the state's highest award for significant contributions, leadership, volunteerism, and lifelong influence within a region or community. The Order of the Silver Crescent is a once in a lifetime achievement.

**The Certificate of Appreciation** is awarded to recognize an individual's outstanding achievement, commitment, act, or devotion within a community.

## Nomination Guidelines

- For a nomination to be processed, a nominator **must submit all required materials as a single nomination packet.** The nominator will be notified by the Governor's Office upon receiving a complete nomination packet.
- If a nomination packet is incomplete, the nomination will remain open, but will not be processed until all required information is submitted.
- The nominator will be notified by the Governor's Office with a final decision.
- Nominees are considered for each of the Governor's Awards.
- All nominees are subject to a background check administered by South Carolina Law Enforcement Department.
- Posthumous nominations will not be accepted.
- Nomination packets will be accepted by mail or personal delivery. Facsimiles will not be accepted.
- To ensure the nominee's eligibility, please adhere to all of the nomination guidelines.

### Questions?

Questions regarding the contents of the nomination packet should be directed to Tommy Windsor, Director of Boards and Commissions at [twindsor@governor.sc.gov](mailto:twindsor@governor.sc.gov)

## Nomination Packet

A completed Governor's Awards nomination packet should include:

### **I. Official Governor's Awards Nomination Form**

### **II. Biographical Summary**

Provide a thorough and detailed biographical statement of the nominee's accomplishments. Indicate where the nominee has gone above and beyond his or her personal or professional responsibilities and has made a significant impact on the lives of South Carolinians using clear, concise, descriptive examples of activities and accomplishments.

### **III. Letters of Recommendation**

Provide, at least five letters of recommendation from individuals who can attest to the nominee's character, accomplishments, and his or her significant influence within a community, statewide, or nationally.

### **IV. Delegation Letters of Recommendation**

Provide letters of recommendation from at least one member of the nominee's corresponding United States Congressman, State Senator, or State Representative.

### **V. Nominee's Résumé**

Include time periods of memberships, leadership roles, and professional and personal achievements.

### **VI. Nominee's Photo**

Include an updated photo of the nominee.

- **All letters of recommendation should be addressed to Governor Henry McMaster. Letters will not be considered if they are regarding a nomination for an award that is not The Order of the Palmetto, The Order of the Silver Crescent, or The Certificate of Appreciation.**
- **Materials supporting the nominee's achievements may also be submitted, including professional articles, press clippings, etc.**

## To Submit the Nomination Packet

**By Mail:**

Office of the Governor  
Attention: Tommy Windsor  
1100 Gervais Street  
Columbia, South Carolina 29201

**Hand Delivery:**

South Carolina Statehouse  
Office of the Governor  
First Floor  
Attention: Tommy Windsor

## Frequently Asked Questions

- Q1:** How many letters should be submitted with a nomination packet?
- A:** At least five letters of recommendation, not including the letter from a member of the General Assembly or the US Congress must be submitted. Nominators are encouraged to submit other letters of recommendation from individuals that can attest to the nominee's character, activities, and his or her significant influence within a community, statewide, or nationally, so that the Governor's Awards Committee may have a better understanding of the nominee's accomplishments. All additional letters must be submitted with the complete nomination packet or they will not be considered.
- Q2:** How do I locate the nominee's corresponding United States Congressman, State Senator, or State Representative for a letter of recommendation?
- A:** To find Senators and Representatives for both the State Legislature and the United States Congress who are currently serving:
1. Visit [www.governor.sc.gov](http://www.governor.sc.gov);
  2. Click on the [Legislative Information](#) tab;
  3. Click on the [Find your Legislator](#) link; and
  4. Enter the nominee's address.
- Q3:** The nominee has previously received one of the Governor's Awards; can I nominate the individual for a different award?
- A:** The Order of the Palmetto and the Order of the Silver Crescent are once-in-a-lifetime recognitions and previous recipients are not eligible to be nominated for the same award under a different administration. Previous recipients of The Order of the Silver Crescent or The Certificate of Appreciation are eligible to be nominated for a different Governor's Award. The previous honor should be included on the nominee's résumé. The nominator must highlight and expound in detail the extraordinary national or statewide service for an Order of the Palmetto nomination or the significant contributions, and volunteerism within a region or community for an Order of the Silver Crescent nomination that the nominee has performed since he or she was awarded The Order of the Silver Crescent or The Certificate of Appreciation.

- Q4:** Will the nominee or individuals who submit letters of recommendation be notified by the Governor's Office upon final decision?
- A:** No, the Governor's Office will only contact the single nominator who is listed on the Official Governor's Awards Nomination Form upon final decision.
- Q5:** Will the Governor's Office contact the media or create a press release if the nominee receives a Governor's Award?
- A:** No, the Governor's Office does not contact the media or create press releases for Governor's Awards recipients. Nominators are welcome to create press releases and announcements on behalf of the recipient.

# Official Governor's Awards Nomination Form

## Nominee Information

Full Name: \_\_\_\_\_

Name as it is to appear on Award: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

## Award Category *\*See Descriptions of Awards.*

Please check the award category for the nominee based on the awards descriptions:

- The Order of the Palmetto**
- The Order of the Silver Crescent**
- The Certificate of Appreciation**

## Nominator's Information

Full Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Requested Presentation Date and Event Details** *\*Please provide as many event details as possible including event description as well as location and time (use additional pages if necessary).*

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