



Spirit of a Warrior Heart of a Patriot

Chapter Application

Oklahoma Military Heritage Foundation
www.okmhf.org

Chapter Formation

The mission of the Oklahoma Military Heritage Foundation (OKMHF) is to honor those Oklahomans, living or deceased, who serve or have served in the military with records of extraordinary service and/or sacrifice to our nation, and to educate the public about military service. Each certified chapter will locally implement the OKMHF mission in a manner that fits the local and organizational military history culture.

Chapters of the Foundation are local organizations honoring veterans of their geographical region in the state of Oklahoma. A chapter will be led by an approved Ambassador of the OKMHF, or a person willing to serve the OKMHF as an Ambassador. Chapters will be clustered into state regions with a Regional Ambassador serving as a coordinator. Each chapter may establish their own membership requirements and structure. The OKMHF requires each chapter to comply with the following that will standardize chapters statewide. Each chapter will:

1. Formally apply, by letter on letterhead to the OKMHF Board of Directors to be certified as a chapter. The letter must be signed by those pledging to provide the leadership and coordination. The application letter will be routed through, and endorsed by, the OKMHF Regional Ambassador.
2. Each chapter leader will agree to be trained and serve as an OKMHF Ambassador, and serve as a Oklahoma Military Heritage Foundation dues paying member. Other chapter members may also become Ambassadors upon request and training.
3. The chapter will meet no fewer than three times per year to create Hall of Honor nominations; and create one or more nominations for the OKMHF Hall of Fame. Nominations must be routed through, and endorsed by the Regional Ambassador.
4. The chapter is expected to have a presence at the OKMHF Hall of Fame Induction banquet each year, and will locally generate the modest funds required to create honoree certificates, medallions and local ceremonies.
5. The application letter should be routed through the Regional Ambassador for endorsement.

Sample Chapter Application Letter

Date

President

Oklahoma Military Heritage Foundation
PO Box 30658, Edmond, OK 73003.

Dear Sir:

This letter is an application to be certified as a supporting chapter of the Oklahoma Military Heritage Foundation (OKMHF). It is our intention to promote the mission of the OKMHF by becoming a focal point for local and regional activity celebrating the achievements of veterans.

Our Chapter will primarily focus upon the veterans affairs of (insert geographical or population description). We were completely briefed by the Regional Ambassador, have read the requirements and expectations of a chapter and will enthusiastically become an important member of the Oklahoma Military Heritage Foundation.

There are three reasons why our chapter would significantly enhance the statewide mission of the Oklahoma Military Heritage Foundation and its sponsored Hall of Fame and Hall of Honor: They are: (insert narrative)

We request that our sponsoring organization be designated as (insert name) and we be designated as an approved Foundation Chapter.

Applicant Ambassador Name/Date
(Insert Chapter Name)

Endorsement: Michael Lapolla/Date
NW OK Regional OKMHF Ambassador

Approval: Jerry Shiles/Date
President OKMHF

Approval: Kelly Zachgo/Date
Vice President OKMHF

Sample Chapter Certificate

Size is 11" x 14". The Foundation will present the framed certificate to the Chapter.



Oklahoma Military Heritage Foundation

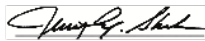
THIS IS TO CERTIFY THAT THE


The Memorial High Schools of Oklahoma

Tulsa Memorial High School and Edmond Memorial High School

Have been designated a supporting chapter of the Oklahoma Military Heritage Foundation effective Memorial Day 2024. The chapter will enhance the statewide mission of the Oklahoma Military Heritage Foundation by honoring those Oklahomans, living or deceased, who serve or have served in the military with records of extraordinary service and/or sacrifice to our nation; and, to educate the public, especially the state's youth, about service to our nation.


MG Douglas O. Dollar, Founder
Oklahoma Military Heritage Foundation


COL Jerry Shiles, President
Oklahoma Military Heritage Foundation


Michael Lapolla, Ambassador
OKMHF Hall of Honor



Hall of Honor Selection Process

The mission of the Oklahoma Military Heritage Foundation (OKMHF) is to honor those Oklahomans, living or deceased, who serve or have served in the military with records of extraordinary service and/or sacrifice to our nation. This mission will be significantly enhanced by newly created Hall of Honor that allows for greater numbers of deserving veterans to be honored on a shorter timeline. The process for the nomination, endorsements, considerations, and approvals for inclusion into the Hall of Honor follow:

1. The prerequisites and evaluation criteria for a Hall of Honor nomination is identical to that of the Military Hall of Fame, with modifications in paragraph 2, below. See prerequisites and criteria at <https://okmhf.org/nominate-a-vet-1>.
2. The required nomination packet is simplified to include a nomination cover sheet, one page nomination statement, an appropriate discharge service summary (DD214) and a photograph, and a 100 word citation statement that will appear on the Hall of Honor citation.
3. Nominations must be neatly prepared and formally endorsed by the Chapter Ambassador. The endorsed nomination will be forwarded to the Regional Ambassador for a second endorsement and the entire packet then presented to the Board of the Oklahoma Military Heritage Foundation for approval.
4. Nomination packets of veterans nominated for the Hall of Fame, but not selected, will be automatically considered for the Hall of Honor if formally endorsed by the Hall of Fame Selection Committee and the Ambassador-in- Charge of the Selection Committee.
5. Regional Ambassadors may individually prepare Hall of Honor nominations and submit them directly to the Board of Directors.
6. A nomination may be prepared and submitted at any time. Nominations will be submitted to the board on a timely basis. Emphasis will be placed upon the Memorial Day and Veterans Day time periods.
7. Upon Board approval, the Regional Ambassador will prepare an appropriate certificate, insert it into a presentation folder along with a medallion, and provide it to the Chapter Ambassador for appropriate local presentation to the honoree.



OKLAHOMA MILITARY HALL OF HONOR

Nomination Cover Page Format

Nominee

Highest rank _____ Full nominee name: _____

Is nominee living or deceased? (Circle one)

Date and place of birth: _____

Service Branch(s): _____

Connection to Oklahoma (circle all that apply): born, raised, served, retired, other _____

Nominee Contact Information (if living): Include complete postal address, telephone and email

Acceptor Contact Information (if nominee is deceased): If nominee is deceased, provide name and complete contact information of the individual who will accept the award. And indicate the acceptor relationship to the nominee.

Nominator Contact Information: Include complete postal address, telephone and email.

Nominator(s) Signature Block/Date

Sample Honoree Certificate

Size is 8.5" x 11". The Chapter will organize the presentation.



Oklahoma Military Hall of Honor

BG Hopper Smith, OKARNG (Ret) has been selected by the Board of Directors of the Oklahoma Military Heritage Foundation for membership into the Oklahoma Military Hall of Honor. BG Smith graduated from Tulsa Memorial High School and Oklahoma State University where he earned his Army commission. He served a distinguished career in the OKARNG, becoming one of the few OKARNG General Officers and serving as the Assistant Adjutant General. During his service, he commanded at the company, battalion and brigade level. Notable assignments included service as an Advisor in Afghanistan, and the OKARNG Chief of Staff, BG Smith is a graduate of the U.S. Army War College His numerous awards and decorations include the Bronze Star Medal with oak leaf cluster. BG Smith served as a citizen soldier the Oklahoma Legislature from 1996 -2003.

BG Hopper Smith, U.S. Army

A combat veteran, OK State Representative, and OKARNG general officer is hereby inducted into the Oklahoma Military Hall of Honor
January 2, 2024

MG Douglas C. Dollar, Founder
Oklahoma Military Heritage Foundation



COL Jerry Shiles, President
Oklahoma Military Heritage Foundation



Honoree Medallion

Size is 2.5" The Chapter will organize the presentation.

