



## Alumni Employee Group Distinction Award 2010 Nomination Form

### Nominee Information

Group/Company Name  
(please print)

Mailing Address

Telephone

Fax

Email/Website

Number of Loyalist  
graduates employed

Name of Graduate(s)  
Program(s) of Study  
Graduating year(s)  
Other Education and Year(s) Received  
Title and Description of Current Position(s) and Organization(s)  
Number of years with organization

*(please complete attached chart)*

Highlights of Achievements that were a direct result of employees being Loyalist graduates

*(please complete attached summary – 300 words maximum)*

How employer has proven to advance Loyalist in their organization

*(please complete attached summary– 300 words maximum)*

Other related Highlights

*(please complete attached summary – 300 words maximum)*

**Submission Deadline**  
September 24, 2010

*Upon receipt of your nomination, the nominee may be contacted for additional information. The Alumni Office will compile each submission and will convene a panel of College and Alumni executive representatives to review and select the Award recipients.*

### Nominator Information

Name

Address

Telephone

Fax

Email

Signature

**Please submit nomination  
form to:**

Alumni Services  
Loyalist College, Belleville  
Campus  
P.O. Box 4200  
Belleville, ON, K8N 5B9  
T: 613-969-1913, ext. 2307  
F: 613-969-1867  
Email: alumni@loyalistc.on.ca



## Alumni Employee Group Distinction Award 2010 Submission Checklist

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### 1. Nominees' profile:

Complete a profile on the nomination form provided with summaries and complete list of contributors/graduates.

Hints:

- Keep writing style as simple as possible
- Content of profile should be more factual than laudatory
- Do not include letters of reference
- Divide for-profit from non-profit endeavors

### 2. Nominees' Summary:

Complete a summary highlighting the nominees' Highlights of Achievements that were a direct result of employees being Loyalist graduates and how employer has proven to advance Loyalist in their organization on the template provided.

### 3. Nominees' Bio:

As per nomination forms.

### 4. Supporting Documentation

You may include additional optional documentation (e.g. resume, letters of reference, media releases, other awards and recognition, etc.). Do not include CDs, books, etc. as these will not be used.



## Alumni Employee Group Distinction Award 2010 Summary Page

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**Nominee Group:** \_\_\_\_\_

**Summary of:**

- Highlights of Achievements that were a direct result of employees being Loyalist graduates
- How employer has proven to advance Loyalist in their organization
- Other related Highlights
- Supporting Documentation

(Please limit each category to maximum of 300 type-written words)





**Alumni Employee Group Distinction Award 2010  
Release Form**

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**Release form is to be completed and signed by each nominee, giving permission for his/her photograph and biographical information to be used in promotion of the Loyalist College Alumni of Distinction Award and the Ontario College system.**

I, \_\_\_\_\_ (*please print*),

Hereby give my permission for my photograph and biographical information to be used in promotion of the Loyalist College Alumni of Distinction Award and the Loyalist College Alumni Association and the Ontario College system.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOMINEES, PLEASE NOTE:**

The Alumni Group Distinction Award will be presented at the Annual General Meeting of the Loyalist College Alumni Association held in the fall semester.



## Alumni Employee Group Distinction Award 2010 Selection Process

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### **Selection Panel:**

Selection Panel will consist of 5 members of the Loyalist College Alumni Association Executive Committee and a College representative.

### **Selection Process:**

Each member of the Selection Panel will read all submissions in advance and choose his or her top three choices in each category based on the attached rubric.

The Panel will then meet to debate, discuss, and ultimately select the final recipients.

The Selection Panel members will make their final decision based on the candidate's outstanding career achievements, or community involvements.

### **Nominee Submission Tips:**

Proof read all submissions for spelling, grammar, and clarity. Be clear and concise.