

**2016 ALUMNI DISTINCTION AWARD NOMINATION FORM**

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| Nominee Information |
| Full Name (please print) |  |
| Mailing Address |
| Telephone Email |
| Program(s) of Study | **Submission Deadline**September 30, 2016 |
| Graduating Year(s) |
| Other Education and Year(s) Received |
| Title and Description of Current Position(s) and Organization(s) |
| Highlights of Career Achievements, Community Involvement and Volunteerism(please attach summary) |
| How College Education Contributed Directly to Career Achievements(please attach summary) |
| *Upon receipt of your nomination, the nominee will be contacted for his/her resume. The Alumni Office will compile each submission and will convene a panel of College and Alumni executive representatives to review and select the Alumnus of Distinction Award recipients.*  |
| **Nominator Information** |
| Name:Address:Telephone:Email:Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Please submit nomination form to:**Alumni ServicesLoyalist CollegeP.O. Box 4200Belleville, ON K8N 5B9T: 613-969-1913, ext. 2307Email: alumni@loyalistc.on.ca |

**Important:**

You many nominate only one individual per category.

Before making a submission, ensure the potential nominee is someone who is truly exemplary in his or her career or community involvement.

1. Nominee’s Profile:

Complete a profile with summary of education, career achievements and community involvement.

 Hints:

* Keep writing style as simple as possible
* Content of profile should be more factual and less praising
* Discuss nominee’s childhood only where relevant
* Do not include letters of reference
* Divide for-profit from non-profit endeavors
1. Nominee’s Summary:

Complete a summary highlighting the nominee’s most outstanding career achievements, community/volunteer achievements and contribution of college education to these accomplishments.

1. Supporting Documentation:

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

**Selection Panel:**

Selection Panel will consist of five 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 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.