



St. Olaf College Alumni Awards

**Alumni Achievement Award**

Nomination Packet



## Directions for Nominator Packet

1. Read the qualifications in the accompanying information packet to decide if your nominee best fits the criteria for this award. If not, consider the other three awards: Distinguished Service Award (DSA), Graduate of the Last Decade Award (GOLD), or Distinguished Alumni Award (DAA).
2. Solicit the help of your nominee's family, friends, colleagues, and fellow volunteers early in the process. In order to be considered, this nomination packet must include the nominee's resume/CV, letters of support from various parties, and other information that typically isn't readily available. Start now to get the required information in before the January 15 deadline. See "Information for Hints for Nominators..." in the information packet for additional tips.
3. Fill out the attached application entirely, print a copy, and combine it with the three required letters of support, the nominee's CV/resume, and any supporting materials you feel complement the application. Return as one, complete nomination packet by **January 15** to:  
St. Olaf Alumni & Parent Relations Office  
1520 St. Olaf Avenue  
Northfield, MN 55057
4. The Alumni Awards Selection Committee will meet in February to review applications and bring forth nominations for final approval by both the Alumni Board and the Board of Regents.



## Alumni Achievement Award Nomination Form

Nominee's Name \_\_\_\_\_

Class Year \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Occupation or Position  
\_\_\_\_\_

\*\*\*

Nominated by \_\_\_\_\_

Date \_\_\_\_\_

Nominator Work Phone \_\_\_\_\_

Nominator Home Phone \_\_\_\_\_

Nominator Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominator Fax \_\_\_\_\_

Nominator E-mail \_\_\_\_\_

I am nominating this individual for the Distinguished Service Award but authorize the Selection Committee to consider him/her for another more appropriate award.

Yes  No

## Nomination Summary

Provide a brief, paragraph summary of the following criteria. The accompanying letters of support, resume/CV, and supporting materials should expound upon these summaries.

### Professional Accomplishments:

(Evidence of excellence in profession, unusual contribution to a field, innovation or research which has caused the field to advance, achievements which have improved the quality of life for some segment of society, ethical manner of accomplishing goals, awards or recognition for professional achievement, etc.)

### Letters of Support

(Please list the name and title of those who contributed a letter of support for this nomination)

#### Professional Letter #1

Name \_\_\_\_\_ Title \_\_\_\_\_

#### Professional Letter #2

Name \_\_\_\_\_ Title \_\_\_\_\_

#### Professional Letter #3

Name \_\_\_\_\_ Title \_\_\_\_\_

If the nominee has **additional publications, research, and/or relevant information** that distinguishes this candidate from others, please include with nomination packet.

### Checklist

Yes, I have included the following:

- Nomination Form (required)
- 3 Letters of Support (minimum required)  
3 professionally focused
- Resume/CV (required)
- Enhancing supporting materials (optional)