



St. Olaf College Alumni Awards

Distinguished Service 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: Graduate of the Last Decade (GOLD), Alumni Achievement Award (AAA), 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 four 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.



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

Community/Religious Service Contributions:

(Demonstration of responsible citizenship, social concern, volunteer involvement in projects that seek to improve quality of life, service and commitment to religious ideals through involvement in ministry, education, volunteerism, board, committee work, and/or other involvement in strengthening religious ideals, etc.)

St. Olaf Alumni Involvement:

(Volunteer service to St. Olaf after graduation, including but not limited to alumni club volunteer, class fund agent or correspondent, Alumni Board, financial support, reunion committee, encouragement and/or identification of prospective students, assistance to students or alumni in careers or new communities, working on behalf of St. Olaf groups on tour or off campus study, etc.)

Letters of Support

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

Community Letter #1

Name _____ Title _____

Community Letter #2

Name _____ Title _____

St. Olaf Letter

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)
2 Community/religious focused, 1 from St. Olaf staff member
- Resume/CV (required)
- Enhancing supporting materials (optional)