



Office of Alumni Relations
Nomination Form for Alumni Awards including
The Alumni Service Award, The Alumni Citation
and The Alumni Horizon Ribbon Award

Please read the entire description and criteria for each award included in this form before completing the form. When complete, return to Judie Barroll '88, M'91, Director of Alumni Programs, Washington College; 300 Washington Avenue; Chestertown, MD 21620.

FAX: 410-810-7117

E-MAIL: alumni_office@washcoll.edu

NOMINATOR INFORMATION

Name of Nominator: _____ If alumnus/na provide Class Year _____

Address: _____

Contact Information: Phone: _____ E-mail: _____

NOMINEE INFORMATION

Name of Alumnus/na being nominated: _____ Class Year: _____
(Please use complete full name and maiden name if appropriate)

Address: _____

Contact Information: Phone: _____ E-mail: _____

I am nominating this candidate for the: **(Please check one)**

___ Alumni Service Award for outstanding service to Washington College

___ Alumni Citation Award for outstanding achievement in one's field of endeavor

___ Alumni Horizon Ribbon Award to a recent Alumnus of the last 15 years for outstanding leadership, service or scholarship in a particular area

List significant and notable service, accomplishments or scholarship of your nominee:
(Please feel free to attach separate documents as needed.)

Signature: _____ **Date:** _____

ALUMNI CITATION CRITERIA

ORIGIN: Begun in 1952, the Alumni Citation was created as a means of formally identifying and recognizing outstanding alumni. This citation is the highest honor the Alumni Association can bestow upon its members.

CRITERIA: The citation shall be given to an alumnus/na who has made a significant contribution to, or accomplishment in his or her field of endeavor or in community or public service. The citation will be awarded to an individual regardless of their donor status.

ELIGIBILITY: Any alumnus/na, as defined by the Constitution, is eligible for the Citation, with the exception of present faculty members, present members of the Board of Visitors & Governors, members of the Alumni Board or members of the Awards Committee.

NUMBER PRESENTED ANNUALLY: No more than two citations may be given annually except by unanimous recommendation of the Awards Committee with the approval of the Alumni Board.

AWARDS COMMITTEE: Nominations for the Alumni Citation will be reviewed by the Alumni Board's Awards Committee. The Awards Committee will present its final selection(s) to the Alumni Board for approval at its second meeting. Upon approval, the AVP for Alumni Relations will notify the nominee(s) in writing.

NOMINATIONS: Any alumnus/na may present names of individuals he/she considers worthy to the committee. The AVP for Alumni Relations is responsible for placing a request for nominations in the *WC Magazine*. Names considered in any given year, but not chosen, shall be carried over to succeeding years.

PRESENTATION: The citation will be read at the Commencement exercises in May by the President of the Alumni Board. **The award shall not be given in absentia except in unforeseen and or extreme circumstances which will be reviewed on a case by case basis.**

ALUMNI SERVICE AWARD CRITERIA

ORIGIN: Begun in 1986 as a means of formally identifying and recognizing dedicated alumni.

CRITERIA: The Alumni Service Award is given annually to an alumnus/na who has given outstanding and continued support to the College. Recipients have enthusiastically participated in the life of Washington College through personal involvement on leadership committees, association with the student body and engagement of fellow alumni. Their selfless commitment of time and talent has been augmented by their willingness to enhance the financial welfare of the College.

ELIGIBILITY: Any alumnus/na, as defined by the Constitution, is eligible.

NUMBER PRESENTED ANNUALLY: One award may be given annually except by unanimous recommendation of the Awards Committee with the approval of the entire Alumni Board.

AWARDS COMMITTEE: Nominations for the Alumni Service Award will be reviewed by the Alumni Board's Awards Committee. The Awards Committee will present its final selection(s) to the Alumni Board for approval at its second meeting. Upon approval, the AVP for Alumni Relations will notify the nominee(s) in writing.

NOMINATIONS: Nominations may be made by any person or group affiliated with Washington College - students, faculty, staff and/or alumni. The AVP for Alumni Relations will place a request for nominations in the Washington College *Magazine*.

PRESENTATION: The Alumni Service Award will be read and presented by the Alumni Board President at the February College Convocation. **The award shall not be given in absentia except in unforeseen and or extreme circumstances which will be reviewed on a case by case basis.**

THE ALUMNI HORIZON RIBBON

ORIGIN: Established and passed by the full Alumni Board on April 25, 2009, the *The Alumni Horizon Ribbon* was created as a means of formally identifying and recognizing outstanding recent alumni of the past 15 years.

CRITERIA: The award shall be given to an alumnus/na who has demonstrated outstanding leadership, service or scholarship in a particular area.

ELIGIBILITY: Recent alumni of the last 15 years, as defined by the Constitution, are eligible for *The Alumni Horizon Ribbon* with the exception of present faculty members, present members of the Board of Visitors & Governors, members of the Alumni Board or members of the Awards Committee.

NUMBER PRESENTED ANNUALLY: No more than two awards shall be given annually except by unanimous recommendation of the Awards Committee with the approval of the Alumni Board.

AWARDS COMMITTEE: Nominations for *The Alumni Horizon Ribbon* will be reviewed by the Alumni Board's Awards Committee. The Awards Committee will present its final selection(s) to the Alumni Board for approval at its second meeting. Upon approval, the AVP for Alumni Relations will call and notify the nominee(s) in writing.

NOMINATIONS: Any alumnus/na may present names of individuals he/she considers worthy to the committee. The AVP for Alumni Relations is responsible for placing a request for nominations in the *Washington College Magazine*. Names considered in any given year, but not chosen, shall be carried over to succeeding years.

PRESENTATION: *The Alumni Horizon Ribbon* will be given at the Washington College Fall Convocation. **The award shall not be given in absentia except in unforeseen and or extreme circumstances which will be reviewed on a case by case basis.**