

## DISTINGUISHED ALUMNI AWARD APPLICATION FORM

### Candidate Information

First Name	Middle Initial	Last Name
Address	City	Province
Postal Code	Phone	E-mail
Year of Attendance or Graduation from Douglas College:		

### Nominator's Information

Nominator's Name	Address
City/Province	Postal Code
Phone	Email

### Nomination Checklist

Please submit this completed form to the Alumni Relations at Douglas College accompanied by the following items:

<input type="checkbox"/> <b>Candidate Release Form (Distinguished Alumni Award Nominee Release Form)</b>				
<input type="checkbox"/> <b>Nomination Summary (should not exceed two pages)</b> Document the candidate's specific contribution and accomplishments that provide support for the nomination by providing brief answers to each of the following questions: <ol style="list-style-type: none"> <li>1. In what way is the candidate's achievement exceptional?</li> <li>2. What is the prominence of the candidate in his or her field?</li> <li>3. How has the candidate contributed to society and/or served the community or made contributions to Douglas College?</li> <li>4. In what ways can the candidate be considered an inspiration to students?</li> </ol> This information must be held in strict confidence and must not be distributed to anyone, other than the selection committee, without the express consent of the Alumni Association.				
<input type="checkbox"/> <b>Two Additional letters of Support</b> (letters should not exceed one page in length) Letters should give specific examples and details of the candidate's extraordinary accomplishment in professional, personal, academic or public service achievements. These letters and the content thereof must be held in strict confidence. All copies of these letters, or associated notes, electronic or otherwise, other than those held by the originators of the letters, must be destroyed once the letters have been provided to the Selection Committee.				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Reference Name Phone Number</td> <td style="width: 50%;">Title</td> </tr> <tr> <td>Reference Name Phone Number</td> <td>Title</td> </tr> </table>	Reference Name Phone Number	Title	Reference Name Phone Number	Title
Reference Name Phone Number	Title			
Reference Name Phone Number	Title			

This completed nomination form, along with the **completed release form**, constitute a complete nomination package. **The nominator should forward the completed nomination package by March 1<sup>st</sup> 2012 to:**

Distinguished Alumni Award  
Douglas College Alumni Association  
P.O. Box 2503  
New Westminster, B.C.  
Canada V3L 5B2

## **DISTINGUISHED ALUMNI AWARD NOMINEE RELEASE FORM**

The Distinguished Alumni Award program identifies and honour Douglas College graduates(\*) who have made outstanding achievements in fields such as community/public service, business, science, the arts, law, medicine, humanities, education, athletics, or other professional/academic discipline. The recognition of accomplished alumni promotes the excellence of the college, its graduates and the Alumni Association.

You have been nominated for this prestigious award and are encouraged to provide your nominator with information about your achievements that enhances your potential to be awarded.

As well, please read and complete this Release Form that indicates your agreement to be nominated under the following conditions:

1. That your name stands in nomination for the Distinguished Alumni Award for a period of three years from the date of your nomination (your name to be considered three times).
2. That you are expected to attend the presentation ceremony held in the month of **JUNE** if you are selected as the winner of this award.
3. That you will allow information in this nomination package and other personal information gathered for this purpose, to be used for publicity and promotion purposes in accordance with the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, as well as provide a personal photograph.

Date:

Candidate's Name:

Signature:

Address:

Postal Code:

Telephone:

Date Received by Douglas College Alumni Association: \_\_\_\_\_

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

\* Alumnus that have accumulated enough credit from a specific program to qualify for graduation.

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## DISTINGUISHED ALUMNI AWARD TERMS OF REFERENCE

### I. Confidentiality

All submissions received will be kept confidential by the Distinguished Alumni Award Committee and by the Board of Directors of the Douglas College Alumni Association.

### II. Eligibility and Selection Criteria

The following criteria will be used to determine the eligibility of alumni nominated for the Distinguished Alumni Award and to select the winner(s) of the award:

1. the nominee must be a graduate of Douglas College (\*)
2. the reputation, achievements and contributions of the nominee must bring honour and prestige to Douglas College and the Alumni Association
3. the nominee should demonstrate excellence in one or more fields including:
  - Business, Science, Humanities, Fine Arts, Law, Medicine, Education, Athletics, or other professional/academic discipline
  - community or public service
4. the following persons will not normally be considered as nominees:
  - currently active politicians
  - currently serving members of the Alumni Board of Directors
5. the candidate(s) selected to receive the Distinguished Alumni Award is expected to attend the presentation ceremony to receive the award
6. in any given year, the pool of eligible candidates shall consist of all valid nominations received over a 36-month period ending March 1 of the year to be awarded
7. the committee will only review information as part of a valid nomination package (see section IV)

### III. Timing

1. the committee will accept nominations continuously throughout the year
2. **completed nomination packages must be received by March 1 of the year of the award (nominations received after this date will be considered for the following three years)**
3. the Alumni Association Board of Directors will select a winner(s) of the Distinguished Alumni Award by April 1 of the year of the award
4. the Distinguished Alumni Award will be presented in the month of June
5. the successful candidate will be contacted during the beginning of April

### IV. Information to be Submitted

A valid nomination package will consist of the following:

1. one prescribed nomination form (a maximum of two typed pages)
2. two prescribed third party supporting statement forms (a maximum of one typed page), at least one to be from an individual who has direct knowledge of the nominee's professional qualifications, abilities and reputation
  - let his/her name stand in nomination
  - agree to attend the presentation ceremony if selected to receive the Distinguished Alumni Award
3. Current Curriculum Vitae of nominee

NOTE: The nominator must complete the nomination form and collect the two completed supporting statement forms and the completed release form and submit them as a nomination package.

(\*) Alumnus that have accumulated enough credit from a specific program to qualify for graduation.

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