

Carleton College Alumni Association Awards

Types of Awards

The Distinguished Achievement Award recognizes exceptional achievement and impact within the field or fields of professional accomplishment, non-professional pursuit, or volunteer service. This honor is intended for living alumni of the College, and preference is given to those in the Reunion classes.

The Exceptional Service Award recognizes exceptional service that contributes substantially to the well-being of the College by furthering its purposes and programs. Individuals currently serving the College as employees, trustees or council members are not normally eligible, but can be nominated if they have retired or completed their service. This recognition is not restricted to alumni and may include friends, faculty, administrators or others who have served the College.

The In the Spirit of Carleton Award honors a Carleton alum from the most recent 15 classes who have made significant and/or transformational contributions to civic or professional organizations and who demonstrate the attributes of Carleton's liberal arts education. Recipients show initiative, creativity, purposefulness and a commitment to quality and improving their community. The award recipient will be asked to return to campus as an alumna/us in residence in order to share his or her expertise with students during a visit of a few days. Preference will be given to candidates in the 5th, 10th and 15th reunion classes.

Nomination Process and Checklist

Those interested in nominating a classmate for an award should do the following:

- 1) **Contact the reunion committee nominations coordinator** for your class (listed on your class website). They will be aware of the status of all class nominations efforts and can help provide additional guidance.
- 2) Each reunion year, **classes may submit up to five nominations** (e.g., 3 distinguished achievement and 2 exceptional service). The 25th and 50th Reunions are milestone celebrations and these classes may submit additional nominations. The nominations coordinator for each class will work with their reunion committee to determine which nominations will ultimately be pursued and submitted, and will communicate these decisions to nominators early in the nominations cycle.
- 3) **By November 15** of the year prior to your reunion, prepare and submit to your nominations coordinator a nominations packet. **Please limit the length of the packet to 12 pages** and include the following information:

I. **Cover letter**

The letter should be addressed to the Alumni Council Awards and Nominations Committee and should include the following:

- Summary of your reasons for nominating your classmate
- List of special honors your nominee has received for his/her work.
- **Highlights** from a CV or resume that make the case for why your nominee's work or service is truly transformative to his/her field or why your nominee is exceptional in his/her service.
- Evidence that your nominee's accomplishments are a sustained activity, carried out over time.
- Your contact information (address, phone, email) and contact information for the nominee.

II. **Letters of support**

For Distinguished Achievement nominees: Letters should:

- Come from colleagues in the same field (or from the community, if nomination is for community service)
- Indicate how your nominee compares to others within the same field
- Describe what makes your nominee's work outstanding and/or transformative in a national or international context.

For Exceptional Service nominees: Letters should:

- Indicate how your nominee's volunteer service has contributed substantially to the well-being of the College by furthering its purposes and programs.
- Describe the impact, breadth and length of service.
- Include up to two letters of support from Carleton staff or faculty who have worked directly with your nominee and/or who can speak to your nominee's service in the context of Carleton's very engaged alumni population.

For In the Spirit of Carleton nominees (5th, 10th and 15th reunion classes only):

Letters should:

- Indicate how your nominee has demonstrated the attributes of Carleton's liberal arts education through significant civic or professional contributions.
- Describe how nominee has exhibited initiative, creativity, purposefulness and a commitment to quality and improving your nominee's community.
- Indicate how your nominee's actions have had a significant and/or transformative impact

III. **Other supporting materials**

Articles or web links should **ONLY** be provided if they directly and explicitly relate to the nominee's impact in their field. Publications, blogs, or other works may be referenced in the cover letter but ***should not be included in their entirety.***

Decision Process

Members of the Alumni Council's Awards and Nominations Committee review all nomination packets in December. The group meets by conference call twice in January to discuss the nominations and make final decisions. The recommended slate is presented to the Alumni Council for a vote in January or February, with recipients and nominators notified after that date.

It is truly an honor to be nominated. Because not all nominees receive awards, keeping the nomination confidential is strongly recommended.

More Information

Questions? Contact the Alumni Relations Office, 800-729-2586 or alumniawards.group@carleton.edu.

For biographical information about past recipients of awards, visit the Carleton web site, <http://apps.carleton.edu/alumni/council/awards/>

To submit a nomination, send to:

alumniawards.group@carleton.edu

or

Carleton College
Office of Alumni Relations
One North College Street
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