



ALUMNAE ACHIEVEMENT AWARDS

The following criteria are utilized in reviewing and judging the nominations. The nominee must have:

- 1. Spelman Alumna Status** – the nominee must be a Spelman College graduate or must have completed one or more semesters with at least 12 credited hours.
- 2. Professional/Organizational Achievement** – the nominee must have worked in her profession/organization for five (5) or more years, and the nominee must have assumed leadership roles and/or demonstrated innovation and vision in her work, representing excellence and distinction in her field.
- 3. Community Service** – the nominee must have addressed unmet community needs through hands-on and on-going service, which includes, but is not limited to, outstanding service for short-term crisis situations.
- 4. Spelman Commitment** – the nominee must have demonstrated loyalty to Spelman through personal, professional and philanthropic efforts.

NOMINATION

IN ORDER FOR YOUR NOMINATION TO BE CONSIDERED, YOU MUST SUBMIT THE OFFICIAL NOMINATION FORM, PERSONAL AND BIOGRAPHICAL STATEMENTS. INCOMPLETE NOMINATIONS WILL NOT BE CONSIDERED.

(A) The Nomination Form (REQUIRED)

Item I. Indicate the nominee's complete name (including maiden), class year, mailing address, telephone number and email address. Also state how many years she has been in her profession, her current title and the organization.

Item II. Categories are used as guidelines in the selection process. Please check the appropriate award category. Because some nominations fit appropriately into more than one category, please choose the one you feel is **most** suitable and check only **one** category.

Item III. Indicate the complete name, mailing address, telephone number and email address of the nominator. If appropriate, indicate the nominator's class year, current title and organization. Nominations will be accepted from the Spelman campus community and the community-at-large, including self-nominations.

Item IV. Indicate the reference's complete name, telephone number, email address, and relationship to the nominee. If appropriate, indicate the class year, current title and organization.

(B) The Personal Statement (REQUIRED)

Please attach a typed, double-spaced personal statement with your signature and the date, no longer than one page (front only), stating the reasons why this alumna should receive this award according to the criteria listed above.

(C) The Biographical Statement (REQUIRED)

Please attach a biographical statement no longer than **2 pages**.

(D) Supporting Materials

Up to five (5) pages of supplementary material may be submitted along with the nomination. These materials can include a resume, letters, testimonials, newspaper articles, programs, display materials, etc. Anything over 5 pages will be discarded. Accompanying materials must be no larger than 8 ½" x 11".

All submitted materials become the property of Spelman College and will not be returned.

NOMINATION SUBMISSION

Entries must be postmarked by: midnight December 31st

Go to www.spelman.edu/alumnae/recognition/index.shtml to download the nomination form.

Mail all entries to: Spelman College, Office of Alumnae Affairs, 350 Spelman Lane, Box 304, Atlanta, GA 30314

Nominations will not be accepted by fax or e-mail.

For more information call: 404.270.5064



ALUMNAE ACHIEVEMENT AWARDS

OFFICIAL NOMINATION FORM

I. NOMINEE:

Name _____ Class Year _____
(Please indicate Miss, Mrs., Ms.)

Address _____ City, State, Zip _____

Preferred Phone Number _____ Email Address _____

Title & Organization _____

Number of years in profession/organization _____

II. AWARD CATEGORY: Please check the appropriate category (check only one):

_____ARTS & MEDIA _____BUSINESS & LAW _____CIVIC SERVICE

_____EDUCATION _____HEALTH & SCIENCES

III. NOMINATOR:

Name _____ Class Year (if appropriate) _____

Relationship to Nominee: Self-nomination, alumna (C' _____), Spelman faculty, Spelman staff, Spelman student, relative, friend, colleague, other: _____

Title & Organization (if appropriate) _____

Address _____ City, State, Zip _____

Preferred Phone Number _____ Email Address _____

Signature _____ Date _____

IV. REFERENCE:

Name _____ Class Year (if appropriate) _____

Title & Organization (if appropriate) _____

Relationship to Nominee _____

Preferred Phone Number _____ Email Address _____

Thank you for your nomination!