



ALUMNAE ACHIEVEMENT AWARDS CRITERIA

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 alumna who graduated or completed one or more semesters with at least 12 credited hours.
- 2. Professional Experience** – the nominee must have worked in her profession for more than 5 years.
- 3. Leadership** – the nominee must have assumed leadership roles or demonstrated innovation and vision in her work, representing excellence and distinction in her field.
- 4. Community Service** – the nominee must have addressed unmet community needs through hands-on and on-going service with the exception of outstanding service for short-term crisis situations.
- 5. Spelman Commitment** – the nominee must have demonstrated loyalty to Spelman through personal, professional and philanthropic efforts.

NOMINATION

Complete the Official Nomination Form and attach a personal statement, resume, and any appropriate supporting materials.

(A) The Nomination Form (REQUIRED)

Item I. Indicate the nominee's complete name (including maiden), 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 personal statement with your signature, no longer than one page (front only) double-spaced, addressing the reasons why this alumna should receive this award according to the criteria listed above.

(C) The Resume (REQUIRED)

Please attach a resume or biographical statement no longer than **3 pages**.

(D) Supporting Materials

Up to five (5) pages of supplementary material may be submitted along with the nomination. These materials can include biographical statements, 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

Please mail all entries to: Spelman College, Office of Alumnae Affairs & Annual Giving, 350 Spelman Lane, SW, Campus Box 304, Atlanta, GA 30314-4399

Please fax entries to: 404.270.5050

Go to the website: www.spelman.edu/alumnae/recognition to complete the form

For more information call: 404.270.5059



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 _____

Number of years in profession _____

Title & 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) _____

Title & Organization _____

Address _____ City, State, Zip _____

Preferred Phone Number _____ Email Address _____

Signature _____ Date _____

IV. REFERENCE: (i.e. colleague, family member, friend, etc.)

Name _____ Class Year (if appropriate) _____

Title & Organization _____

Relationship to Nominee _____

Preferred Phone Number _____ Email Address _____

Thank you for your participation!