

Each fall during Homecoming Weekend, the Valparaiso University Alumni Association recognizes alumni who have made notable contributions to society and the University. Alumni enrolled at or employed by the University and voting members of the University's board of directors and the association's board of directors are not eligible.

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## Award Definitions

- Distinguished Alumnus/Alumna Award is the highest distinction the alumni association can bestow. This award honors alumni who have enhanced the prestige of the University by virtue of their character, integrity, and nationally recognized personal accomplishments. Service to the University is not a prerequisite for this award, however, it may be helpful to the selection committee if details of any service are included.
- Alumni Achievement Award honors alumni who have demonstrated outstanding achievement in their chosen career or area of professional life. Service to the University is not a prerequisite for this award, however, it may be helpful to the selection committee if details of any service are included.
- Outstanding Young Alumnus/Alumna Award honors alumni, under the age of 40, who have enhanced the prestige of the University by virtue of their character, integrity, and personal accomplishments. Service to the University is not a prerequisite for this award, however, it may be helpful to the selection committee if details of any service are included.
- Alumni Service Award recognizes alumni who have rendered outstanding service to the University.
- Partners in Service Award honors individuals who have worked jointly to render significant service to the University, where at least one of the individuals is a Valparaiso alumnus/alumna.
- Alumni Community Service Award honors alumni who have enhanced the prestige of the University by virtue of their character and integrity through outstanding service in their community, including religious, civic or charitable organizations or programs, either local or national in scope and structure. Service to the University is not a prerequisite for this award, however, it may be helpful to the selection committee if details of any such service are included.
- Honorary Alumni Membership is granted to persons who are not alumni, but who exemplify the ideals of achievement and service in their association with the University.

## **Selection Process**

The alumni association solicits nominations for the awards from all alumni, former award recipients, and other members of the University community. A committee made up of members of the association's board of directors reviews the materials submitted for each candidate and selects those persons whose achievements most closely fit the category for which they have been nominated and who are deemed most deserving of recognition. The names of those selected are then recommended to the association's board of directors and the University president for action.

The deliberations of the awards committee and the board are kept confidential. Those individuals chosen to receive awards will be honored during the Homecoming Weekend worship service or at another appropriate time.

## **Your Nomination**

Your nomination should include:

- The completed form with your name and address and that of your nominee and his/her supporters.
- Your statement of nomination giving a detailed explanation of why your nominee should be considered for an award (see below for more information).
- The candidate's curriculum vitae or resume (if available and appropriate), plus any other information you feel will be relevant to the committee's decision.
- Letters of support (optional) from others who know your nominee and of his/her accomplishments (see below for more information).

## **Statement of Nomination**

Please attach a letter, no more than two pages, stating why your candidate should be considered for a specific award. Be sure to read the definition for each award carefully, so you can explain clearly and in full how your candidate fulfills the criteria. Your statement should cover the following points wherever appropriate and give any other information you believe to be relevant.

Your statement should answer the following questions as appropriate:

- What are your candidate's outstanding achievements that merit recognition by the Valparaiso University Alumni Association?
- How do those achievements fulfill the criteria of the award?
- What impact has your candidate had on the profession, service, or community in which he/she has been active?
- How has your candidate maintained his/her interest in, support of, and involvement with the University since graduation? (Service is not a prerequisite of all awards, but your response will help in the decision-making process.)
- Has your candidate's work had an influence in the broader community beyond his/her sphere of vocational or volunteer achievement?
- Why is this the appropriate time in your candidate's life or career for this recognition to be awarded? If appropriate, please attach a copy of your candidate's curriculum vitae or resume. Recent newspaper clippings, book

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introductions and short articles may provide information helpful to the awards committee.

## **Letters of Support (optional)**

Additional references can be an integral part of the nomination process. If you would like to, you may have two other individuals provide letters of support. You can either provide the letters with your nomination packet or make certain that supporters send their letters directly to the Valparaiso University Alumni Association. Letters that comment knowledgeably on the individual's specific achievements are the most important and helpful. Possible contacts include professional colleagues and fellow volunteers, former students, former classmates, and friends. Please share the criteria for the awards and the suggestions listed below with those writing letters in support of your nominee.

### **Supporters should answer the same basic questions:**

- What is your relationship to the candidate, and how have you gained your knowledge of his/her accomplishments?
- Which of your candidate's achievements fulfill the criteria for one of the Valparaiso University Alumni Association awards?
- What impact has your candidate had on the profession, service, or community in which he/she has been active? In general terms, please explain the impact of the candidate's work.
- Do you know what relationship the individual has maintained with the University, its faculty, students, or other alumni since graduation?
- Has your candidate's work had an influence on the broader community beyond his/her own sphere of vocational or volunteer achievement?
- Why is this an appropriate time for the individual's achievements to be recognized?

Nomination forms and statements of nomination may be submitted either by mail or by Web. Letters of support and other supporting documents may be mailed to:

VUAA Committee on Awards Loke Hall Valparaiso University 1100  
Campus Drive South Valparaiso, IN 46383

Nominations must remain confidential. Please do not inform candidates that they have been nominated, since only a limited number of awards are presented each year.

Questions about the process or whether your candidate has already received an award? Call the VU Office of Alumni Relations, 800.833.6792, Ext. 23, fax 219.464.5467 or e-mail [alumni@valpo.edu](mailto:alumni@valpo.edu).