

2019 NDSU Heritage Award for Alumni Service Nomination Form

Introduction

The Foundation and Alumni Association places an emphasis on the recognition of individuals who have demonstrated outstanding support of time and talent to the university.

The following criteria for the Heritage Award for Alumni Service have been established by the NDSU Foundation and Alumni Association:

Eligibility

1. NDSU alumni who are graduates are eligible to receive the award.
2. Current NDSU faculty and staff are not eligible
3. There will be no posthumous awards.
4. The candidate must have given outstanding and significant support to the university; have been willing to give his / her time and energies insofar as his / her location and opportunity have permitted to NDSU projects and / or activities.

Please note: if nominating a current or past member of the NDSU Alumni Board of Directors or the NDSU Foundation Board of Trustees, volunteer activities demonstrated during their time on either board will not be considered.

5. The reputation of the candidate should reflect favorably on North Dakota State University.

Nomination Process

1. Anyone is eligible to submit a nomination packet.
2. Instructions to nominator:
 1. Be sure to keep a copy of all materials submitted for personal future reference.
 2. Submit only the original packet material. There is no need to provide multiple copies of the nomination packet.
 3. Please do not place nomination papers in a binder. Please keep items in an 8 ½ x 11, one-sided format that is easy to copy.
3. The following criteria are required:
 1. A completed nomination form.
 2. A letter from the nominator noting at least three (3) specific reasons for the nominee to be considered.
 3. **Three (3)** additional letters supporting the nomination. (If more than three letters are received, the first three (3) letters received will be placed in the nomination folder.) Please be sure all support letter writers include their address and contact information. All support letter writers will be notified if their nominee is chosen as a recipient.
 4. A detailed vita/résumé listing awards, accomplishments, education, etc.
 5. A **one-page** summary of the vita/résumé including outstanding contributions and facts that you want the Selection Committee to specifically note.

Notification Process

1. A committee made up of Alumni board members and university deans will select recipients.
2. When the recipients have been selected, they will be notified by an NDSU Foundation and Alumni Association representative. Nominators will be notified once **all** recipients have accepted.
3. Nominations submitted, but not selected, will be kept on file to be considered for two additional years. Updated nominee information is encouraged.

Submission Procedures

A **complete nomination packet** will include the following, please check that the required items are enclosed:

- The completed nomination form.
- Nomination letter noting at least three (3) specific reasons for the nominee to be considered.
- No more than three (3)** additional letters supporting the nomination.
- A detailed vita/résumé listing awards, accomplishments, education, etc.
- A **one-page** summary of the vita/résumé including outstanding contributions and facts that you want the selection committee to specifically note.

Please send completed nominations by **June 15, 2018** to:

Alumni Awards Committee
NDSU Foundation and Alumni Association
1241 University Drive North
Fargo, ND 58102
800-279-8971
Fax (701) 231-6801
office@ndsualumni.com

Thank you for your nomination!

Please remember: Nominations are not relayed to the nominee until the NDSU Foundation and Alumni Association has acted.

**2019 NDSU Heritage Award for Alumni Service
Nomination Form**

Please print the following information:

Name of Candidate: _____

Address: _____

Daytime telephone: _____

E-Mail: _____

Year of graduation: _____

Nominated by: _____

Nominator's E-Mail: _____

Nominator's Daytime Telephone: _____

A **complete nomination packet** will include the following, please check that the required items are enclosed:

- The completed nomination form
- Nomination letter noting at least three (3) specific reasons for the nominee to be considered
- No more than three (3)** additional letters supporting the nomination; contact the Foundation and Alumni Association if you need assistance to secure letters
- A detailed vita/résumé listing awards, accomplishments, education, etc.
- A **one-page** summary of the vita/résumé including outstanding contributions and facts that you want the selection committee to specifically note

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