

## Carleton College Alumni Association Distinguished Achievement Award Nomination

The **Distinguished Achievement Award** recognizes outstanding achievement within a particular field or fields of accomplishment for either professional accomplishments or community service. This honor is intended for living alumni of the College and preference is given to those in the reunion classes.

**Please include the following information in your nomination packet:**

- A cover letter summarizing your reasons for nominating this person
- Indicate how your nominee compares to others in the same field and what makes their work outstanding in a national context.
- List special honors the nominee has received for their work.
- Show that the accomplishments are a sustained activity, carried out over time.

Nominations **must be accompanied by supporting documents**, such as letters from superiors or colleagues that indicate what unique qualities the nominee brings to tasks and/or clippings or brochures which highlight the nominee's accomplishments and the national significance of their work.

Please submit all materials about the nominee as a single package. Decisions on recipients will be made solely on the information you submit in this packet.

Nominee's name: \_\_\_\_\_ Class year: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

*day*

*evening*

Nominator: \_\_\_\_\_ Class year: \_\_\_\_\_ Date nominated: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail \_\_\_\_\_

Phone: \_\_\_\_\_

*day*

*evening*

**Return no later than by November 15 to:**

**Nominations  
Carleton College Alumni Affairs Office  
One North College St.  
Northfield, MN 55057  
Fax: 507-646-4445**

**Questions? Call 800-729-2586.**

