

Carleton College Alumni Association Awards

Types of Awards

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

The **Exceptional Service Award** recognizes exceptional service that contributes substantially to the well-being of the College by furthering its purposes and programs. Individuals currently serving the College as employees, trustees or council members are not normally eligible, but can be nominated if they have retired or completed their service. This recognition is not restricted to alumni and may include friends, faculty, administrators or others who have served the College.

The **In the Spirit of Carleton Award** was presented for the first time at reunion 1997, and honors a Carleton alum from one of the most recent 15 classes who has made a significant contribution to civic or professional organizations and who demonstrates the attributes of Carleton's liberal arts education. This person should have exhibited creativity, purposefulness and a commitment to quality and improving their community. The award recipient will be asked to return to campus as an alumna/us in residence in order to share his or her expertise with students during a visit of a few days. Preference will be given to candidates in the 5th, 10th and 15th reunion classes.

Nomination Process and Checklist

Nomination packets must include the following information, and may be sent via mail or electronically by November 15 (of the year prior to the reunion) to the Alumni Affairs Office.

- A cover letter, addressed to the Alumni Council Awards and Nominations Committee, summarizing your reasons for nominating your classmate. The cover letter must include your contact information (address, phone, email) and contact information for the nominee.
- For Distinguished Achievement nominees: indicate how your nominee compares to others within the same field and what makes their work outstanding in a national or international context. Many Carls do great work and make a difference in their communities. This award distinguishes those who truly are outstanding in their field. Letters of support from colleagues in the same field (or from the community, if nomination is for community service) who can explain how your nominee stands out and the impact of their work, are helpful.
- For Exceptional Service nominees: indicate how your nominee's volunteer service has contributed substantially to the well-being of the College by furthering its purposes and programs. Describing the impact of their service is important. We recommend asking for

letters of support from Carleton staff or faculty who have worked directly with the nominee and/or who can speak to their service in the context of Carleton's very engaged alumni population.

- List special honors the nominee has received for their work. Include a resume or c.v. if possible.
- Show that the nominee's accomplishments are a sustained activity, carried out over time.

Decision Process

Members of the Alumni Council's Awards and Nominations Committee review all nomination packets in December. The group meets by conference call twice in January to discuss the nominations and make final decisions. The recommended slate is presented to the Alumni Council for a vote in January or February, with recipients and nominators notified after that date.

In an average year, the Alumni Council honors 10-14 recipients with Alumni Association Awards. The nomination pool ranges from 20-30 in a given year. It is truly an honor to be nominated. However, because not all nominees receive awards, it's recommended that you keep the nomination confidential.

More Information

Questions? Contact Sarah Forster in the Alumni Relations Office, 800-729-2586 or **sforster@carleton.edu**. Sarah coordinates the work of the Awards and Nominations Committee.

For biographical information about past recipients of awards, visit the Carleton web site, <http://apps.carleton.edu/alumni/council/awards/>

To submit a nomination, send to:

Carleton College Alumni Relations Office
Attn: Awards
One N. College St.
Northfield, MN 55057
Email: sforster@carleton.edu