

Carleton College Alumni Association Exceptional Service Award Nomination

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.

Please include the following information in your nomination packet:

- Indicate how your nominee has gone above and beyond what is expected of Carleton volunteers or staff members and what makes their service outstanding.
- Show that their service to the College has been a sustained activity.
- Include letters of support from volunteers and Carleton staff that attest to the unique abilities and attitudes this person brings to their service to the College.

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 accomplishments of the nominee.

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 or relationship to the College: _____

Address: _____

E-mail: _____

Phone: _____

day

evening

Nominator: _____ Class year: _____ Date nominated: _____

Address: _____

E-mail: _____

Phone: _____

day

evening

Return no later than 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.