

Bradley University Alumni Association

Distinguished Alumnus/a Award Nomination Form

The Bradley University Alumni Association adopted the Distinguished Alumnus/a Award program in 1952 to recognize those graduates who bring highest distinction to themselves, their community and to Bradley University. Candidates must exemplify the qualities of irreproachable character and outstanding citizenship. Having these qualities, the candidates' achievements will be weighed by the selection committee, which will consider favorably those whose participation has resulted in a "change for the better" in significant situations, institutions, movements or fields of endeavor and whose achievements bring the greatest honor to Bradley University. Award recipients will automatically be inducted into Bradley University's Centurion Society, and due consideration of the stature of this honor will be considered by the selection committee.

Eligibility

- Candidates must have received a degree from Bradley University.
- Officers of the BUAA, members of the selection committee, trustees, faculty and employees of the University are not eligible for awards.
- Recipients must be available to accept their award on campus at Founder's Day. If, after notifying the recipient, s/he cannot be present, his/her name will be resubmitted the following year, and the 1st alternate will become the current year's recipient.
- Posthumous awards may be granted if the candidate died within the year prior to the date of selection.

Nominators should be aware that several changes have been made to the criteria and nomination process. Note especially the following changes:

- **The nomination deadline is now APRIL 1.**
- Electronically submitted nominations are strongly preferred, and **the nomination form must be completed in full.** Narrative answers must be concise and must directly address the criteria and the question asked in the indicated format.
- **A maximum of only three (3) supporting documents** will be considered (e.g. letters, publications, resumes, etc.).

Guidelines for Submitting Nominations for the Distinguished Alumnus/a Award

- Nominations may be submitted at any time, but only those received **on or before April 1** will be considered for the current year's award. Should April 1 fall on a weekend, entries must be submitted by 5:00 pm (Central) on the Friday preceding April 1. **Late entries will not be accepted.**
 - All nominations **must** consist of a completed nomination form and complete responses to the criteria. All fields must be completed in full. Narratives should contain clear and concise answers to criteria.
 - **Select supporting documents carefully.** A maximum of three (3) supporting documents will be considered (such as letters, articles, resumes, etc.). Any documentation exceeding the maximum of three (3) will be filed, but not distributed to the selection committee. Letters of recommendation may not exceed one (1) 8 1/2" x 11" page each.
 - Nominations will be kept on file for three (3) years. The nominator may request the same paperwork be used for two more years before a new nomination is required. However, candidates will not automatically be reconsidered. A nominator **MUST** request the resubmission, and may be asked to provide additional information about the candidate.
 - Nominations will be reviewed by the selection committee on the basis of the data received and measured against the criteria noted for each award.
 - Send completed nomination forms to: **dana@bradley.edu** either online or via email as a PDF or word document. If submitting via email, please include "BUAA Award Nomination" and the candidate's name in the subject line.
- If nominations must be submitted via hard copy:
- Enumerate each criterion and address each one separately in narrative form, following the guidelines contained herein.
 - Do not submit materials that have been bound or placed in notebooks or plastic sleeves.
 - Responses to each question/criterion should be no more than one (1) 8 1/2" x 11" page in length (using 12 pt. font size and minimum one-half (.5) inch margins).
 - **Mail or fax hard copy nominations and/or supporting materials to:** Alumni Awards, Bradley University, 1501 W. Bradley Avenue, Peoria, IL 61625 FAX 309-677-3595

**Bradley University Alumni Association
Distinguished Alumnus/a Award Nomination Form**

You are: BU Alum Faculty/Staff Other

Date of submission: _____

Your Name _____

Mailing address _____

City/State/Zip _____

Home Phone _____ Work Phone _____ Email _____

Nominee _____ Class Yr. _____

Mailing address _____

City/State/Zip _____

Home Phone _____ Work Phone _____ Email _____

Employer & Job Title _____

Length of employment and general duties: _____

Does this individual know that he/she is being nominated for this award? Yes No

Please complete each of the following four questions completely. You may attach an additional page if necessary.

1. Describe how the nominee's professional, civic, or charitable efforts have resulted in a change for the better in significant situations, institutions, movements or fields of endeavor.

2. How do the nominee's activities demonstrate irreproachable character and outstanding citizenship?

3. Describe any other activities or accomplishments that may demonstrate how this nominee brings distinction to them self, their community or to Bradley University.

4. What do you see as the single most outstanding achievement that makes this nominee deserving of this award?