

# Bradley University Alumni Association

## Lydia Moss Bradley Award Nomination Form

The Lydia Moss Bradley Award was established in 1985 to recognize outstanding service to Bradley University in the tradition of our founder. The criteria for this award is weighted toward the candidate that has served Bradley University in a significant way. Both alumni and non-alumni are eligible to receive this award.

### Eligibility

- 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 Lydia Moss Bradley 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  
Lydia Moss Bradley 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. In what capacity has the nominee been involved with Bradley University and for how long?

2. Describe how the actions of this nominee have served or benefited Bradley University.

3. Describe any other activities or accomplishments that may be pertinent to this nomination.

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