Each fall during Homecoming and Reunion Weekend, the Valparaiso University Alumni Association recognizes alumni who have made notable contributions to society and the University. Alumni enrolled at or employed by the University and voting members of the University’s board of directors and the association’s board of directors are not eligible.

Award Definitions

**Distinguished Alumnus/Alumna Award** is the highest distinction the alumni association can bestow. This award honors alumni who have enhanced the prestige of the University by virtue of their character, integrity, and nationally recognized personal accomplishments. Service to the University is not a prerequisite for this award, however, it may be helpful to the selection committee if details of any service are included.

**Alumni Achievement Award** honors alumni who have demonstrated outstanding achievement in their chosen career or area of professional life. Service to the University is not a prerequisite for this award, however, it may be helpful to the selection committee if details of any service are included.

**Outstanding Young Alumnus/Alumna Award** honors alumni, under the age of 40, who have enhanced the prestige of the University by virtue of their character, integrity, and personal accomplishments. Service to the University is not a prerequisite for this award, however, it may be helpful to the selection committee if details of any service are included.

**Alumni Service Award** recognizes alumni who have rendered outstanding service to the University.

**Partners in Service Award** honors individuals who have worked jointly to render significant service to the University, where at least one of the individuals is a Valpo alumnus/alumna.

**Alumni Community Service Award** honors alumni who have enhanced the prestige of the University by virtue of their character and integrity through outstanding service in their communities, including religious, civic or charitable organizations or programs, either local or national in scope and structure. Service to the University is not a prerequisite for this award, however, it may be helpful to the selection committee if details of any service are included.

**Honorary Alumni Membership** is granted to persons who are not alumni, but who exemplify the ideals of achievement and service in their association with the University.

**Selection Process**

The alumni association solicits nominations for the awards from all alumni and members of the University community. A committee made up of members of the association’s board of directors reviews the materials submitted for each candidate and selects those persons whose achievements most closely fit the criteria for the award and who are deemed most deserving of recognition. The names of those selected are then recommended to the association’s board of directors and the University president for action.

The deliberations of the awards committee and the board are kept confidential. Those individuals chosen to receive awards will be honored during the Homecoming and Reunion Weekend worship service or at another appropriate time.

**Your Nomination**

If you know someone who deserves consideration for an alumni association award, please review this information and submit your nominations by Feb. 15. Your nomination should include:

- The completed form with your name and address and that of your nominee and his/her supporters.
- Your statement of nomination giving a detailed explanation of why your nominee should be considered for an award.
- The candidate’s curriculum vitae or resume (if available and appropriate), plus any other information you feel will be relevant to the committee’s decision.
- Letters of support (strongly encouraged) from others who know your nominee and of his/her accomplishments. A description of what these letters should contain is included for you to copy and to send to these supporters.

**Nominations Must Remain Confidential**

Please do not inform candidates that they have been nominated, since only a limited number of awards are presented each year.

Questions about the process or whether your candidate has already received an award? Contact the Valparaiso University Office of Alumni Relations, 800.833.6792, ext. 23; fax 219.464.5467; or email alumni@valpo.edu.

**Nomination deadline: Feb. 15**
Please read the description of each award before making your recommendations. A candidate may be nominated for more than one award category. The selection committee reserves the right to grant an award for which the candidate has not been nominated. Please make sure that your statement of nomination clearly explains, in full, how your candidate fulfills the criteria contained in the award description.

Nominated For:

☐ Distinguished Alumnus/Alumna Award
☐ Alumni Achievement Award
☐ Outstanding Young Alumnus/Alumna Award
☐ Alumni Service Award
☐ Partners in Service Award
☐ Alumni Community Service Award
☐ Honorary Alumni Membership

Additional references (strongly encouraged)
List no more than two individuals who are writing letters in support of your candidate.

Questions about the process or whether your candidate has already received an award? Contact the Valparaiso University Office of Alumni Relations at 800.833.6792, ext. 23; fax 219.464.5467; or email alumni@valpo.edu.

Send nominations and supporting materials to:
VUAA Committee on Awards, Loke Hall, 1100 Campus Dr. South, Valparaiso University, Valparaiso, IN 46383

Nomination Deadline: Feb. 15
Statement of Nomination

Please attach a letter, no more than two pages, stating why your candidate should be considered for a specific award. Be sure to read the definition for each award carefully, so you can explain clearly and in full how your candidate fulfills the criteria. Your statement should cover the following points wherever appropriate and give any other information you believe to be relevant. Remember that the individual’s accomplishments must be described and interpreted in terms that are clear.

Your statement should answer the following questions as appropriate:

• What are your candidate’s outstanding achievements that merit recognition by the Valparaiso University Alumni Association?
• How do those achievements fulfill the criteria of the award?
• What impact has your candidate had on the profession, service, or community in which he/she has been active?
• How has your candidate maintained his/her interest in, support of, and involvement with the University since graduation? (Service to the University is not a prerequisite for all awards, but your response will help in the decision-making process.)
• Has your candidate’s work had an influence in the broader community beyond his/her sphere of vocational or volunteer achievement?
• Why is this the appropriate time in your candidate’s life or career for this recognition to be awarded?

If appropriate, please attach a copy of your candidate’s curriculum vitae or resume. Recent newspaper clippings, book introductions and short articles also may provide information helpful to the awards committee.

Letters of Support

Additional references can be an integral part of the nomination process. If you would like to, you may have two other individuals provide letters of support. You may either provide the letters with your nomination packet or make certain that supporters send their letters directly to the Valparaiso University Alumni Association.

Letters that comment knowledgeably on the individual’s specific achievements are the most important and helpful. Possible contacts include professional colleagues and fellow volunteers, former students, former classmates, and friends.

Please share the criteria for the awards and the suggestions listed below with those writing letters in support of your nominee. Supporters should answer the same basic questions:

• What is your relationship to the candidate, and how have you gained your knowledge of his/her accomplishments?
• Which of your candidate’s achievements fulfill the criteria for one of the Valparaiso University Alumni Association awards?
• What impact has your candidate had on the profession, service, or community in which he/she has been active? In general terms, please explain the impact of the candidate’s work.
• Do you know what relationship the individual has maintained with the University, its faculty, students, or other alumni since graduation?
• Has your candidate’s work had an influence on the broader community beyond his/her own sphere of vocational or volunteer achievement?
• Why is this an appropriate time for the individual’s achievements to be recognized?

Remember, nominations must remain confidential. Please do not inform candidates that they are under consideration, since only a limited number of awards are presented each year.

Send nominations and supporting materials to:

VUAA Committee on Awards, Loke Hall, 1100 Campus Dr. South, Valparaiso University, Valparaiso, IN 46383

Nomination Deadline: Feb. 15