



## Alumni Awards Nomination/Application Checklist

A complete awards nomination/application will have the following items included. Please review this checklist of required items prior to submission.

- Demographic information including degrees and majors
- Current employer
- Give reasoning as to why the nominee should be selected for the award.
- Describe the nominee's involvement with Illinois State University since graduation.
- Describe the nominee's success and influence in their profession.
- Describe community involvement including service and volunteering.
- Share publications, honors, awards, etc. the nominee holds.
- Have any additional information or documentation ready to submit with the form.
- Provide the names of at least two individuals that will submit a letter of recommendation for the nominee (these names are in addition to the nominator).

Nominations must be submitted by **July 31** to be considered for the awards that will be presented in the spring the following year. Nomination files may be updated at any time with current information. However, nominations are only active for a period of four years at which time a nomination must be resubmitted for consideration. Review award categories and criteria through the [Alumni Awards website](#).

