****

**Alumni Awards**

**Nomination form**

## NOMINATION INFORMATION: ALUMNI AWARDS

1. **AWARD CATEGORIES**
2. DISTINGUISHED ALUMNI AWARD

 A La Trobe alumnus or alumna, including students of one of its antecedent institutions, who has, over an extensive and sustained period of time, demonstrated:

1. Outstanding professional achievements
2. Significant community service achievements
3. Inspirational leadership within their fields of expertise
4. Outstanding personal qualities
5. YOUNG ACHIEVER AWARD

 A La Trobe alumnus or alumna, **35 years or younger**, who is an early career achiever in what would normally be considered a relatively short period of time.

1. **SELECTION CRITERIA**

DISTINGUISHED ALUMNI AND YOUNG ACHIEVER AWARD

Nominees for an alumni award must be graduates (undergraduate or postgraduate) of La Trobe University (or an antecedent institution) who have, over an extensive and sustained period of time, demonstrated professional and personal success in **ALL FOUR** of the following areas:

1. **Outstanding professional achievements**
	1. Recognised as a leader/expert in their field
	2. Significant achievement(s) throughout their career
	3. Evidence of ethical and/ or innovative sustainable approaches used.
2. **Significant community service achievements**
	1. Support of, and significant involvement in the community in a voluntary capacity
	2. Dedication of significant personal/professional time for charitable/community support activities.
3. **Inspirational leadership within their fields of expertise**
	1. Mentoring employees / younger people inside or outside their organisation
	2. Advocacy of access and diversity within their organisations and across their field
	3. Encouraging corporate philanthropy and community support
	4. Providing leadership within and across their respective industries.
4. **Outstanding personal qualities**
	1. Engaging in, or enabling personal philanthropy
	2. Providing inspiration and leadership to others through personal examples and role modelling
	3. Success in the face of adversity.
5. **NOMINATION PROCESS**

DISTINGUISHED ALUMNI AND YOUNG ACHIEVER AWARD

Please note**:**

* **nominators** do not need to be a graduate of La Trobe University
* **nominators** must act as one of the two referees for the nominee
1. Complete the nomination form
	1. Select category of award
	2. Complete nominee information
	3. Complete nominator information
	4. Complete a written submission (submissions longer than two (2) pages will not be considered)
	5. Attach resume of nominee (resumes longer than six (6) pages will not be considered)
	6. Complete details of two referees (one referee must be the nominator)
2. Complete checklist – **incomplete nominations with not be accepted**
3. Submit to the Alumni and Advancement Office as specified in section I.
4. **CONFIDENTIALITY**

This award process must remain confidential from the nominees until a decision has been made by the Awards Selection Committee (and for Honorary Degrees, Academic Board).

The information on the nomination form will be used by La Trobe University in connection with the administration of the award only. All information will remain confidential.

1. **SELECTION COMMITTEE**

La Trobe University has established a Selection Committee which will consider all nominations received by the advertised closing date. Please note that under no circumstances will late applications be accepted.

The Selection Committee is Chaired by either the Senior Deputy Vice-Chancellor and Vice-President (Academic) or the Deputy Vice-Chancellor (Research), who is assisted by a number of senior La Trobe staff.

The Selection Committee will rank all nominations against the above nomination criteria and make a recommendation to the La Trobe University Council for endorsement.

Once approved by Council, the successful candidates and their nominators will be informed.

1. **RECIPIENTS**

La Trobe University will award no more than five Distinguished Alumni Awards and one Young Achiever Award each year

1. **CLOSING DATE**

Nominations for awards will close on the **1 April 2020**

1. **MORE INFORMATION**

For more information on the nomination process please contact the Alumni and Advancement Office at alumni@latrobe.edu.au or phone +61 (0) 3 9479 2011 or 1300 737 133

1. **SUBMITTING NOMINATIONS**

Please email or post completed nomination form and associated documentation to:

**Email:** alumni@latrobe.edu.au

OR

**Post to**:
La Trobe University Alumni Awards

Alumni and Advancement Office

La Trobe University

VICTORIA 3086

**NOMINATION FORM**

Category (Tick one)

 **□ Distinguished Alumni Award**

 **□ Young Achiever Award**

**Nominator** information

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship to nominee** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone (home)** |  |
| **Telephone (work)** |  |
| **Telephone (mobile)** |  |
| **Organisation** |  |
| **Position title** |  |
| **Organisation address** |  |

**Nominee** information

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone (home)** |  |
| **Telephone (work)** |  |
| **Telephone (mobile)** |  |
| **Organisation** |  |
| **Position title** |  |
| **Organisation address** |  |

List of referees

List details of referees who may be contacted to support this application. Nominators must act as one of the two referees for the nominee.

**Referee One**

|  |  |
| --- | --- |
| **Name** |  |
| **Position title** |  |
| **Organisation** |  |
| **Contact number** |  |
| **Email address** |  |
| **Specific achievements known to the referee** |  |

**Referee Two:**

|  |  |
| --- | --- |
| **Name** |  |
| **Position title** |  |
| **Organisation** |  |
| **Contact number** |  |
| **Email address** |  |
| **Specific achievements known to the referee** |  |

Submissions

Please attach the following:

* **Written submission** - a summary of why the nominee should be considered for the La Trobe University Alumni Award.

Please base your nomination on the stated selection criteria and be sure to highlight the individual’s particular contribution. Clarity and brevity are encouraged.

Please note, submissions longer than two (2) pages will not be considered
* **Resume –** a resumeOR if this is not available please provide details of the nominee’s career history and significant achievements (awards, publications etc.).

Please note, resumes longer than six (6) pages will not be considered.

 Nomination checklist

Please confirm that all items have been included and return to:

**Email:** alumni@latrobe.edu.au

OR

**Post to**:
La Trobe University Alumni Awards

Alumni and Advancement Office

La Trobe University

VICTORIA 3086

 Nominator information

 Nominee information

 Written submission - maximum of two (2) pages

 Resume of Nominee - maximum of six (6) pages

 Referees for Nominee (two referees to be provided)

 One original unbound copy of the completed nomination form

 Submit by email or by post