Alumni Award Tips and Eligibility Requirements

1) **Read through the award categories below** to help in selecting the appropriate category for your nominee.

**Distinguished Alumni Award:** This award is for alumni who have demonstrated consistent excellence in their careers and leadership in the field at least 11 years or more after their date of graduation. Award recipients make significant contributions to their chosen profession, further Heinz College’s goals of improving the ability of public, not-for-profit and private organizations that address the most difficult challenges facing society. These contributions do not need to be publicly renowned but should represent important creative effort or an accomplishment of societal value. Direct service to the Heinz College is not necessary but examples of such service, do strengthen the nomination. This award is not necessarily given out every year.

**Outstanding Recent Alumni Award:** This award is for alumni who have graduated within the last ten years. Alumni nominated in this category should demonstrate accomplishments in their chosen profession, as well as the potential for future excellence. This award is not necessarily given out every year.

**Alumni Meritorious Service Award:** This award is for alumni who have contributed their time and talents in support of Heinz College. Alumni nominated in this category may have provided service to the College in any number of ways, including but not limited to, leadership and/or active engagement in local alumni chapters, recruitment and career development efforts, and mentoring current students and fellow alumni. Financial contributions to Heinz College are considered but not required for this award. In addition, service within the nominee’s alumni community in support of the Heinz College’s mission is not necessary, but examples of such service do strengthen the nomination. This award is not necessarily given out every year.

2) The nomination should **describe in detail the reasons** that the nominee is deserving of the award. Specific examples are encouraged. In selecting recipients, the HCAAB will focus primarily on the information contained within the nomination.

3) **Nominations will be strengthened by including letters of support** to illustrate the depth and breadth of the individual’s impact and contributions. These letters can be from Heinz College faculty and staff who worked with the nominee and can speak to their contributions and service to the college. For the achievement categories, letters of support can be from experts in the field who can speak to the nominee’s impact and contributions to their professional area and the impacts created by their initiative.

4) Prior to starting the nomination form, **collect all your supporting materials** for the nomination such as letters of support, nominee’s resume and contact information, details on the nominee’s service to Heinz College, etc.

**Please note:** *Current members of the Heinz College Alumni Association Board are ineligible to be nominated for and/or receive an Alumni Award.*

Nominees selected as finalists by the HCAAB will be contacted by HCAAB to confirm their nomination information and request additional information as appropriate. The HCAAB will select the final awardees, with the final number and type of award recipients, dependent on the nominations received. Recipients will receive their award either at Heinz College or during a regional alumni event.