

INSTRUCTIONS FOR NOMINATING AN ALUMNI MEDAL CANDIDATE

STEP ONE:

Obtain the necessary information on your candidate, including his or her record of service to the university. **Please note that a candidate should not be informed of his or her nomination.** Instead, seek information from the appropriate deans, alumni directors and staff, and other alumni leaders familiar with the candidate.

STEP TWO:

Ask others familiar with the candidate's record of service to provide seconding letters. These letters can be sent directly to the Alumni Medal Committee at the address below.

STEP THREE:

Complete your candidate's nomination form and submit it to the Alumni Medal Committee by **Friday, October 16, 2009**. The submission can be faxed to (212) 851-7775 or mailed to:

**Alumni Medal Committee
Office of Alumni and Development
622 West 113th Street, MC 4525
New York, NY 10025**

If you have any questions about the above procedure, please call the CAA office at (212) 851-7935.

ALUMNI MEDAL NOMINATION FORM

AWARD CRITERIA

The Alumni Medal is the highest honor bestowed by the Columbia Alumni Association for distinguished service to the University. Candidates must be alumni of the University. The caliber of the candidate's service should be such that its effects are substantial and enduring. Such service may be to the University, its Schools, its various alumni organizations or the regional Columbia Clubs, and has usually been sustained for a period of at least ten years. The Medal is not awarded merely for longevity of service, however, nor for financial support or for work done as an employee of the University. (Employees who are alumni are eligible; their nomination, however, should be based on their service as alumni volunteers). **Please note that candidates are not to be informed of their nomination.**

CANDIDATE'S INFORMATION:

Name	School/Class
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Home address	City	State	Zip
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Home Phone	fax	E-mail
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Candidate's title/company

Business address	City	State	Zip
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Business Phone	fax	E-mail
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LIST THE CANDIDATE'S RECORD OF SERVICE TO COLUMBIA. Include leadership and involvement since graduation with School and Class activities, regional Columbia Clubs, Alumni Associations, the University-wide Alumni Association, and other institutions related to the University. After each position, comment on the nominee's responsibilities and concrete achievement (for example, increased membership, higher quality programming, better management of organizational funds, etc.). Please feel free to attach additional sheets as necessary.

Date	Position Held	Organization
Comments:		

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Comments:		

Date	Position Held	Organization
Comments:		

Date	Position Held	Organization
Comments:		

Date	Position Held	Organization
Comments:		

PROVIDE A STATEMENT IN SUPPORT OF YOUR CANDIDATE'S NOMINATION. Describe how your candidate's service to Columbia has been exemplary and distinguished. Beyond mere dedication and longevity, how has your candidate contributed to the University in a meaningful and lasting way? Please feel free to attach additional sheets as necessary.

REFERENCES. Your candidate's nomination is strengthened by seconding letters from those who are familiar with his or her service to Columbia. Please list people whom you plan to act as such a reference:

Name	Title/affiliation	Phone
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Name	Title/affiliation	Phone
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Name	Title/affiliation	Phone
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Name	Title/affiliation	Phone
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NOMINATOR'S INFORMATION:

Name	School/Class
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Alumni organization affiliation, if any

Preferred contact address	City	State	Zip
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Preferred phone	fax	E-mail
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