

NORCO COLLEGE

Call for Nominations

Norco College Alumnus of the Year

Norco College invites you to nominate outstanding individuals who have made notable contributions to the College and community for recognition at the annual *Dinner with the President Awards* held in Spring.

Created in 2012, the Norco College *Alumnus of the Year Award* (formerly known as the Young Alumnus of the Year award) recognizes graduates who are making significant contributions to society or within their respective professions, and whose accomplishments and careers reflect favorably upon the College.

Candidates must have attended Norco College for at least two semesters or completed at least 24 units of study. The award is given annually to one outstanding recipient.

Please consider the questions below when nominating.

- How has the candidate impacted his/her profession or community?
- Please describe the outstanding personal and/or professional qualities and actions of this person that qualify him/her for this award.

Nominations are solicited from members of the college community and the public. A committee will review the materials submitted on each candidate and select one whose achievements most closely fit the criteria mentioned. The selected name is then forwarded to the Chancellor and President for approval. The deliberations of the Award Committee are kept confidential.

How to Make Your Nominations

If you know someone who deserves consideration for this award, please review information below and submit your nomination by **November 21, 2018**.

- Complete nomination form listing your name and address and those of your nominee and his/her supporters.
- Include statement of nomination giving a detailed explanation of why your nominee should be considered.
- Include letters of support you have gathered from others who know your nominee and his/her accomplishments.

- Include the candidate's CV or resume (if available), plus factual statements from as many sources as possible and any other information you feel will be relevant to the Committee's decision.

Nominations must remain confidential

Please do not inform candidates that they are under consideration since only one awardee will be chosen each year from among many worthy individuals.

Be an advocate for your candidate

Because letters of nomination and support are an integral part of a successful candidate dossier, please make sure that you review the criteria before writing your letter or soliciting other letters of support for your candidate.

The quality of information contained in nomination and support letters is given particular attention by the Committee. Letters that comment on the individual's specific achievements are the most important and helpful. Nominators and supporters should answer the following general questions in addition to the ones specified above:

What is your relationship to the candidate and how have you gained knowledge of his/her accomplishments?

How has the individual maintained a connection with the College, its faculty and students?

Why is this an appropriate time to recognize this individual's achievements?

Remember to describe and interpret your candidate's accomplishments in terms that a lay reader can understand.

NORCO COLLEGE

Alumnus of the Year Nomination Form

NOMINEE

Nominee's Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Email: _____

NOMINATED BY

Your Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Email: _____

REFERENCES

Reference's Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Email: _____

Reference's Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Email: _____

Reference's Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Email: _____

Email your completed Nomination Packet by **November 21, 2018**, to Diana.meza@rccd.edu or mail to:

Annual Dinner with the President Awards Committee
Strategic Development Office
Norco College
2001 Third Street
Norco, CA 92860

Questions:

Phone: (951) 739-7730

Email: kevin.fleming@norcollege.edu or diana.meza@rccd.edu