



Red Deer College
100 College Blvd
Box 5005
Red Deer, Alberta
CANADA T4N 5H5
Phone 403.342.3308
Fax 403.343.4080
Web-site: www.rdc.ab.ca/alumni

ALUMNI LEGACY AWARD NOMINATION ALUMNI RELATIONS

INTENTION

- The Alumni Legacy Award was first given in 2004 in conjunction with the College's 40th Anniversary and was established as a posthumous recognition to recognize an individual alumnus' contribution to the community.

ELIGIBILITY

- Candidate must fit the criteria of a "General Member" according to the Red Deer Alumni Association Bylaws.
(Article 3.1 General Membership shall be available to persons previously registered as students at Red Deer College who paid the prescribed College registration fee and attended three (3) for credit courses in any regular session(s), to include Trades and Industrial Training.)
- Candidates will remain nominated for a total of three years.

THE AWARD

- One or more awards are presented annually at Convocation.
- The recipient(s) family will receive a Certificate of Recognition.

NOMINATORS

- Red Deer College employees, students, alumni, and community members can nominate a Red Deer College Alumnus for the Alumni Legacy Award.

NOMINATION PACKAGE AND PROCESS

- Each confidential nomination package should include:
 - Nomination Form
 - Nomination Letter
 - Candidate's Consent Form
 - at least two additional confidential letters of support
- Nomination packages must be submitted to Alumni Relations at Red Deer College no later than January 31th of the year for being awarded.
- Further distribution of any or all parts of the nomination package, without the express written consent of Alumni Relations is strictly prohibited.

SCREENING AND SELECTION PROCEDURES

- 1) Composition of the Committee will consist of a minimum of three members of the Red Deer College Alumni Association Executive, one of which will be the Chairperson, as well as the Director of Development, Community Relations.
- 2) The award(s) will be presented at RDC's Community Awards each year.

For more information please contact: Alumni Relations at Red Deer College. Phone: 403.342.3308 or E-mail: alumni@rdc.ab.ca.

PLEASE COMPLETE THE ALUMNI LEGACY AWARD NOMINATION FORM ON THE SECOND PAGE.



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ALUMNI LEGACY AWARD NOMINATION ALUMNI RELATIONS

The personal information that you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. It will be used by the Alumni Awards Selection Committee in order to screen and select award recipients. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. The information may be disclosed to the media. The information will be retained in accordance with approved Information Management guidelines, after which it will be destroyed in a secure manner. If you have any questions about the collection and use of this personal information, please contact the Director of Development, Community Relations, Red Deer College, 100 College Blvd, Box 5005, Red Deer, Alberta, T4N 5H5. Telephone: 403.342.3360.

CANDIDATE INFORMATION

FIRST NAME	MIDDLE NAME	LAST NAME
Year of attendance or graduation from Red Deer College:		

NOMINATOR'S INFORMATION

NOMINATOR'S NAME		ADDRESS	
CITY	PROVINCE	POSTAL CODE	
PHONE		E-MAIL ADDRESS	

NOMINATION CHECKLIST

Please submit this completed form to the Alumni Relations Department at Red Deer College accompanied by the following items:

<input type="checkbox"/>	Candidate Consent Form (for release of information) <u>Alumni Legacy Award – Candidate Consent</u>
<input type="checkbox"/>	<p>Nomination Letter (should not exceed one page) Document the candidate's specific contributions and accomplishments that provide support for the nomination by providing brief answers to each of the following questions:</p> <ol style="list-style-type: none"> In what way is the candidate's achievement exceptional? What is the prominence of the candidate in his or her field? How has the candidate contributed to society and/or served the community or made contributions to the Red Deer College Alumni Association? In what ways can the candidate be considered an inspiration to students? <p>This information must be held in strict confidence and must not be distributed to anyone, other than the Selection Committee, without the express consent of Alumni Relations.</p>
<input type="checkbox"/>	<p>Two additional letters of support (letters should not exceed one page in length) Letters should give specific examples and details of the candidate's extraordinary contribution to the community. These letters and the content thereof must be held in strict confidence. All copies of these letters, or associated notes, electronic or otherwise, other than those held by the originator of the letters, must be destroyed once the letters have been provided to the Selection Committee.</p>
REFERENCE NAME	TITLE
REFERENCE NAME	TITLE

Nominations must be received no later than January 31.

