Award Nomination Worksheets

These worksheets are built using the same criteria the Alumni Association Awards Committee uses as part of their selection process. They include prompting questions to help generate ideas for the content and have default sample text from example nominations to further guide you as you write your nomination.

- **Help me write a Bronze Beaver Award Nomination (Worksheet)**.
- **Help me write a Lobdell Award Nomination (Worksheet)**.
- **Help me write a Kane Award Nomination (Worksheet)**.
- **Help me write a Morgan Award Nomination (Worksheet)**.
- **Help me write a MacVicar Award Nomination (Worksheet)**.
- **Help me write a Great Dome Nomination (Worksheet)**.
- **Help me write an HM Nomination (Worksheet).**

When you're finished and want to save a draft or submit your nomination, head back to the Nominations portal and paste the text into the form.

Award Nomination Worksheet: Bronze Beaver

Nominator:
Nominee:
Date:

BRONZE BEAVER AWARD
The Bronze Beaver Award is given in recognition of distinguished service to the Institute and/or its Association of Alumni and Alumnae by alumni who have been active in most or all phases of alumni activity and who have been outstanding in at least one phase. This award is the highest honor the Association can bestow upon any of its members.

Tip: Check out your nominee's OAD profile to see some of their volunteer roles or email alumnivolunteers@mit.edu to request their volunteer record, including previous awards (individuals can not receive this award more than once).

Introduction: Describe why you are nominating this person in a sentence or two. How do you know the nominee? Have you nominated them before? Are you excited to submit their name for consideration?
Describe the nominee's **Breadth of Service:** Contributions in different dimensions of alumni service (Alumni Association and elsewhere at the Institute). What volunteer roles have they held? How have these roles represented the nominee's various skills and affinities? How have they had an impact in a variety of areas in service to the MIT community?

Describe the nominee's **Depth of Service:** leadership or role model contributions in one (or more) areas. What roles has this person excelled at? What deep impacts have they made? How have they inspired and led others? What examples are there of their work exceeding expectations?

Describe the nominee's **Tenure:** years of service and dependability over time. How many years has the nominee been volunteering? Did they begin close after graduation or as a student? Have they followed through on volunteer work? Has their attendance at meetings or events been consistent and reliable?

Closing: Take this opportunity to restate the overall reason this nominee should be selected for this award, what sets them apart and thank the committee for their consideration.

Full Statement (copy and paste into **nomination form**)**:**
Nominator:
Nominee:
Date:
For consideration for the Bronze Beaver Award.

Award Nomination Worksheet: Harold E. Lobdell '17 Distinguished Service Award

Nominator:
Nominee:
Date:

HAROLD E. LOBDELL '17 DISTINGUISHED SERVICE AWARD
The Harold E. Lobdell '17 Distinguished Service Award, established in 1979, is given in recognition of alumni relations service of special depth over a sustained period. Lobdell's interest and commitment to MIT spanned all areas of alumni relations.

Tip: Check out your nominee's OAD profile to see some of their volunteer roles or email alumnivolunteers@mit.edu to request their volunteer record, including previous awards (individuals can not receive this award more than once).

Introduction: Describe why you are nominating this person in a sentence or two. How do you know the nominee? Have you nominated them before? Are you excited to submit their name for consideration?
Describe the nominee's **Depth of Service:** leadership or role model contributions in one (or more) areas. What roles has this person excelled at? What deep impacts have they made? How have they inspired and led others? What examples are there of their work exceeding expectations?

Describe the nominee's **Tenure:** years of service and dependability over time. How many years has the nominee been volunteering? Did they begin close after graduation or as a student? Have they followed through on volunteer work? Has their attendance at meetings or events been consistent and reliable?

Closing: Take this opportunity to restate the overall reason this nominee should be selected for this award, what sets them apart and thank the committee for their consideration.

Full Statement (copy and paste into **nomination form**)**:**

For Consideration for the Lobdell Award.
Nominator:
Nominee:
Date:

Award Nomination Worksheet: Henry B. Kane '24 Award

Nominator:
Nominee:
Date:

HENRY B. KANE '24 AWARD

Established in 1987, the Henry B. Kane '24 Award is given in recognition of exceptional service and accomplishments in the area of fundraising for the Institute.

__Tip:__ Check out your nominee's OAD profile to see some of their volunteer roles or email alumnivolunteers@mit.edu to request their volunteer record, including previous awards (individuals can not receive this award more than once).

Introduction: Describe why you are nominating this person in a sentence or two. How do you know the nominee? Have you nominated them before? Are you excited to submit their name for consideration?
Describe the nominee's **Contribution**: leadership or role model contributions in fundraising. What fundraising positions has this person held? Have they chaired a gift committee? What kind of results have they generated in their fundraising tenure (use measurable data if possible)? Are they a member of any of the MIT Giving Circles (loyalty and leadership)?

Closing: Take this opportunity to restate the overall reason this nominee should be selected for this award, what sets them apart and thank the committee for their consideration.

MITALUMNI

Full Statement (copy and paste into **nomination form**)**:**

For Consideration for the Kane Award.
Nominator:
Nominee:
Date:

Award Nomination Worksheet: George B. Morgan '20 Award

Nominator:
Nominee:
Date:

GEORGE B. MORGAN '20 AWARD

The George B. Morgan '20 Award was established in 1979 to recognize sustained excellence in all aspects of Educational Council activity, including dedication to MIT, an abiding concern for and sensitivity to the interests of prospective students, and exceptional standards of achievement and professionalism in meeting council responsibilities.

Tip: Check out your nominee's OAD profile to see some of their volunteer roles or email alumnivolunteers@mit.edu to request their volunteer record, including previous awards (individuals can not receive this award more than once).

Introduction: Describe why you are nominating this person in a sentence or two. How do you know the nominee? Have you nominated them before? Are you excited to submit their name for consideration?
Describe the nominee's **Contribution**: leadership or role model contributions to the Educational Council. How has this person benefitted the Educational Council and prospective students with their interviews? Have they managed a challenging geographic area or area of need?

Closing: Take this opportunity to restate the overall reason this nominee should be selected for this award, what sets them apart and thank the committee for their consideration.

MITALUMNI

Full Statement (copy and paste into **nomination form**)**:**
Nominator:
Nominee:
Date:
For Consideration for the Morgan Award.

MITALUMNI

Award Nomination Worksheet: Margaret L. A. Macvicar '65, Scd '67 Award

Nominator:
Nominee:
Date:

MARGARET L. A. MACVICAR '65, SCD '67 AWARD

The Margaret L. A. MacVicar '65, ScD '67 Award, established in 2015, is awarded to individuals with one to 10 years of volunteer service to recognize innovation, dedication, and meaningful impact for the Alumni Association or the Institute in any area of volunteer activity, demonstrating strong potential for future volunteer leadership for the Association. This award may recognize new volunteers, volunteers new to specific roles, and volunteers who may start later in life and will show a direction towards an example of what to aspire to as a volunteer.

Tip: Check out your nominee's OAD profile to see some of their volunteer roles or email alumnivolunteers@mit.edu to request their volunteer record, including previous awards (individuals can not receive this award more than once).

Introduction: Describe why you are nominating this person in a sentence or two. How do you know the nominee? Have you nominated them before? Are you excited to submit their name for consideration?
Describe the nominee's **Contribution**: leadership or role model contributions in one (or more) areas. What leadership roles has this person had? How did they inspire and motivate others? What results did they achieve?

Describe the nominee's **Leadership Potential:** suggestion of future or sustained contributions over time. What qualities does this person exhibit that are valuable in a leader? (Examples: thoughtfulness, empathy, problem-solving, innovation, motivating others, strategic thinking, etc.). What other roles do you foresee for this person?

Closing: Take this opportunity to restate the overall reason this nominee should be selected for this award, what sets them apart and thank the committee for their consideration.

Full Statement (copy and paste into **nomination form**)**:**

Nominator:

Nominee:

Date:

For Consideration for the MacVicar Award.

Award Nomination Worksheet: Great Dome Award
Nominator:
Group being nominated:
Date:

GREAT DOME AWARD
Established in 1968, the Great Dome Award (formerly known as the Presidential Citation) is the highest honor the Association bestows upon any of its organizations. Like the Bronze Beaver for individuals, this award is given to groups in recognition of distinguished service to the Institute or the Association.

Introduction: Describe why you are nominating this group in a sentence or two. What is your relationship to the group? Have you nominated them before? Are you excited to submit their name for consideration?
Impact: contributions relative to the size of the target community. How were this group's accomplishments successful within the scope of their size/constituencies? What special way did this group's efforts affect others broad or small?

Scope: number of people left with a positive impression of MIT (alumni or not) [size]. Did these efforts advance the position of MIT among its alumni, students, and the public? How many people did it affect?

Transformational Value: significant improvement in a model for future organizations or groups. Did these group's accomplishments form a blueprint or best practice for other groups to follow? How did these efforts inspire and direct others toward success?

Closing: Take this opportunity to restate the overall reason this group should be selected for this award, what sets them apart and thank the committee for their consideration.

Full Statement (copy and paste into nomination form):
Nominator:
Group being nominated:
Date:
For Consideration for the Great Dome Award.

MIT ALUMNI

Award Nomination Worksheet: Honorary Membership

Nominator:
Nominee:
Date:

HONORARY MEMBERSHIP IN THE ALUMNI ASSOCIATION

The constitution of the Alumni Association, adopted at its annual meeting held on December 30, 1897, provided that anyone who has rendered outstanding service to the Association or the Institute, including any present or former member of the Corporation or any present or former officer of administration or instruction on the staff of the Institute, as well as their spouses, may be elected an Honorary Member.

Tip: Check out your nominee's OAD profile to see some of their volunteer roles or email alumnivolunteers@mit.edu *to request their volunteer record, including previous awards (individuals can not receive this award more than once and must be a non-alum).*

Introduction: Describe why you are nominating this person in a sentence or two. How do you know the nominee? Have you nominated them before? Why are you excited to submit their name for consideration?
Describe the nominee's **Impact On Students/Faculty/Staff**: contributions having a positive impact on the MIT campus. Was this individual a faculty member who had a significant influence on students or an academic department? Was this person the spouse of MIT Senior Leadership or faculty, who made considerable contributions to MIT and its community?

Describe the nominee's **Impact on Alumni**: contributions having a positive impact on MIT alumni. How has the nominee supported alumni, the Alumni Association, or its programming? How did they first become involved with MIT and the Alumni Association?

Closing: Take this opportunity to restate the overall reason this nominee should be selected for this award, what sets them apart and thank the committee for their consideration.

MITALUMNI

Full Statement (copy and paste into **nomination form**)**:**
Nominator:
Nominee:
Date:
For Consideration for Honorary Membership in the Alumni Association.