Pitt Community College

Employee Alumni Award
Nomination Form

Pitt Community College Alumni Association

Vernon White Building, Room 2

Greenville, NC 27835

252-493-7229

pittcc.edu/alumni

adsmith@email.pittcc.edu

ED 2016

Employee Alumni Award

Description

The Employee Alumni Award is an honor bestowed upon an employee of PCC who has completed a minimum of two (2) semesters (24 credit hours) at Pitt Community College. This award honors the individual(s) who have demonstrated an on-going commitment in service to hope and opportunity. These individuals have made significant contributions to Pitt Community College's welfare, reputation, and prestige, and pursuit of excellence. These individuals have a record of outstanding achievements as members of the PCC family. Selections are made by the Awards Committee of the Alumni Association.

Eligibility

Candidates must be a part-time or full-time faculty or staff employee of Pitt Community College. Candidates must have been employed at least 5 consecutive years. This is the only award that employees of PCC may be nominated for.

Exclusion from Eligibility

Candidates who are not currently employed by PCC may not be considered. Members of the alumni board of directors (serving current terms) and their spouses are not eligible to receive alumni awards. The Alumni Awards Selection Committee reserves the right to reassign categories of nomination if deemed applicable. The honoree may not receive the award a second time.

Deadline

Nominations may be submitted at any time throughout the year, however to be considered for the current year, they must be postmarked by April 29 of each year.

Presentation of Awards

The awards will be presented at the Annual Alumni Awards Celebration on May 23, 2016.

Submission of Award Application

- All materials including supporting documents, should be on letter (8.5 x 11) or legal (8.5 x 14) size paper
- All materials should be on white or other light-colored paper to facilitate photocopying
- Headshot should be in color (5x7; 300 dpi); if honored with an award honoree must have photo taken by PCC photographer
- All materials should be mailed or emailed
- All materials must be received by April 29 of each year to be considered for an award
- Incomplete applications will not be considered

Selection Committee/Process

Every completed nomination packet received is presented to the Awards Committee. The awards Committee will include past award recipients, faculty, and or staff of PCC, and members of the Alumni Board of Directors. The committee reviews the nominees and selects the recipients. The recipients and nominators are contacted to determine their availability to attend the Alumni Awards Reception. Attendance is highly encouraged for award recipients. Once confirmed to attend the College will announce the winners. All awards are presented during the Alumni Awards Reception. Division awards can be presented in the following divisions, however, each division may choose to give one award or none at all.

- Arts & Sciences Division,
- Business Division,
- Construction and Industrial Division,
- Health Science Division
- Public Service & Fine Arts
- Continuing Education and Community Development

Nominees may also be selected for the following awards:

- Young Alumni,
- Outstanding Employee,
- Distinguished Alumnus
- Honorary

Incomplete applications will not be considered. If an individual does not receive an award, they must reapply every year.

Application Thoughts to Consider:

- Contribution and service to PCC
- Years of service

Direct Nominations to:

Ashley Smith
Outstanding Alumni Awards
Pitt Community College
PO Drawer 7007
Vernon White, 2
Greenville, NC 27835

Hand Deliver Applications:

Ashley Smith
PCC
VEW 2

Emailed Applications
lelmore@email.pittcc.edu

For more information, email adsmith@email.pittcc.edu or call 252-493-7229.

The following form is designed to collect only the most basic information about the nominee. In order for a nomination to be considered complete, this form must be accompanied by the following documents:

Alumni Awards Nomination Requirement Check Sheet

Name of Alumnus: _____

Name of Nominator: _____

Nomination Form: _____

Resume: _____

Photo Received: _____

Award Requested:

Outstanding: ____

Arts & Sciences: _____ Health Sciences:

Business: _____ Legal, Public, Fine Arts:

Construction & Industrial Technology: _____ Continuing Education: _____

Other Awards

Distinguished : _____ *Employee:* _____

Young: _____ *Honorary:* _____

Letters of Recommendation

Letter of Support from Nominator: _____

Additional Letter of Recommendation: ____

Other Supporting Documents

- Articles by or about the nominee
- Any other documents deemed appropriate
- Additional letters of recommendation

Is the alumnus a member of the alumni association?

Yes: _____ No:_____

Nomination Form

Name of Nominee: _____ Date: _____

PCC Degree/Program of Study: _____ Major: _____

Year of Graduation/Years Attended: _____ Sex: ❒ Male ❒ Female

Degree(s) from other Institutions: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Business Address: _____

Business Title: _____

Work Phone: _____ Fax: _____

Email Address (Work): _____

Nature Of Job/Work: _____

If married, is spouse a PCC alumnus/a? _____ If yes, year of graduation? _____

Nominator Information

Name of Nominator: _____

Address: _____

Home Phone: _____ Business Phone: _____

Fax: _____ Email: _____

Employer: _____

Job Title:

Relationship to nominee: _____

If person submitting information is a PCC faculty/staff member:

Position: _____

Department: _____