



## **CROFTON HOUSE ALUMNAE ASSOCIATION ALUMNAE ACHIEVEMENT AWARDS**

### 1. Selection Criteria:

The Alumnae Achievement Award is presented annually to a living Alumna or Old Girl in recognition of her outstanding dedication and accomplishments in her life's work, either professional and/or volunteer. There are three categories for the Alumnae Achievement Award: Junior Alumna Award, Distinguished Alumna Award, and Lifetime Achievement Award. Award winners will not only have made a difference in the lives of others but will also be an excellent role model and ambassador for Crofton House and its students. Other attributes may include:

- made a significant contribution to her profession, the community or the arts
- shown exemplary leadership
- expanded the role of women in society
- received recognition for her work
- volunteered extensively.

Award recipients will be recognized within specific categories either adhering to the outlined parameters and/or at the discretion of the selection committee in consultation with the nominator.

Junior Alumna Award:

Recognizes an Alumna or Old Girl, 40 years or younger, who has reached a significant level of success and has demonstrated vision and leadership

Distinguished Alumna Award:

Recognizes an Alumne or Old Girl, for her outstanding achievement in a particular field or industry, for her role in advancing women in leadership in society and/or the workplace and has proven to be an exceptional role model to young women

Lifetime Achievement Award:

Recognizes an Alumna or Old Girl for a lifetime of dedication and service to her community, as well recognizing her significant contribution to her profession, to the wellbeing of humanity and expanding the role of women in society.

## 2. Selection Process

*Eligible Candidates.* The Alumnae Achievement Awards are open to any member of the Crofton House School Alumnae Association.

*Nominations.* The Association encourages nominations from all fields of work, study and life. Any alumnae, past or present parent, or past or present staff member may nominate a Crofton House Alumna or Old Girl for the Alumnae Achievement Awards. Nominators will be required to submit a nomination form to the Crofton House Alumnae Relations office by the deadline of November 1<sup>st</sup>. Nomination forms may be sent via email, mail or through the schools website.

Candidates may be nominated and then re-proposed by the selection committee in subsequent years.

### 3. The Alumnae Award Selection Committee

The committee is chaired by a Crofton House Alumnae Association [Executive] member and is composed of the President of the Association, a staff member from the Advancement office, a past recipient, and 2-3 other alumnae that span from a wide range of graduation years.

Selection will be up to the discretion of the committee, with recipients meeting the selection criteria. An attempt will be made by the committee to balance recipients' fields of experience. There may be recipients in one, two or three categories each year. In the event of a tie, the committee may award more than one recipient per category.

The Selection Committee keeps all nominations confidential to respect privacy and avoid disappointment if the nominee is not selected. Only successful recipients and their nominators are contacted.

### 4. Timeline.

A call for nominations will be announced in the end of the academic year edition of 1898 which is emailed to all Association members in the database. Nomination forms will also be available online on the school's website.

The deadline to received nominations will be November 1<sup>st</sup>.

The selection committee will meet during November to finalize short list of candidates.

The selection will be finalized in the first week of December each year. Nominees and nominators will be notified by the end of the calendar year.

## 5. The Award.

The recipient of each Alumnae Achievement will be announced and profiled in Crofton House School's print and online media. She will be recognized and celebrated by her peers, school, colleagues, friends and family at an event at Crofton House School. Traditionally this has been at Crofton House School's birthday, the first Friday of March.

Up to \$5,000 is budgeted for expenses associated with the Awards.

Nominators will be given the opportunity of introducing their nominee at the recognition event. The award or awards consist of a statue and fresh flowers. Recipient's names will be engraved on the Alumnae Achievement Award plaque located in the Su Archives Room at the school.

## 6. Procedures

June:

A call for nominations will be announced in 1898 which is emailed to all Association members in the database. Nomination forms will also be available online on the school's website.

September:

Call out to Association members about opportunities to serve on the Selection Committee and committee will be finalized by the end of month.

School Alumnae Relations office will receive nominations and will forward to chair. Together school and chair, with help of the committee, will verify information regarding nominees. The committee will also review previous years nominations that may be suitable to bring forth and re-proposed for consideration.

November:

The deadline to receive nominations will be November 1<sup>st</sup>.

The selection committee will meet during November to finalize candidates.

December:

The selection will be finalized by the end of the first week of December. The recipients will be announced to the Association's executive at the December Association meeting. Nominees and nominators will be notified by the end of the calendar year.

February:

Announced to the Crofton House community.