# Nominate an Award Candidate

Nominations for the 2018 Paul Gaines Sr. Afro-American Alumni Achievement Award, Sarah Lewis Distinguished Alumni Award, Alfred J. Gomes Community Service Award, and the Henry Hampton Bridge Builder Award are now OPEN. Afro-American Alumni Association award nominations are accepted year-round; submissions now qualify for the 2018 awards cycle.

Please carefully review the award eligibility and criteria before making your recommendation. A candidate may be nominated for more than one award category. The Afro-American Alumni Executive Board and Awards Committee reserve the right to grant an award for which the candidate has not been specifically nominated. All nominations and deliberations are kept confidential.

**The Selection Process**

The Afro-American Alumni Association solicits nominations for the awards from all members of the Afro-American Alumni community, Bridgewater State University Faculty, and Administration. The Awards committee reviews the materials submitted on each candidate and selects those candidates who are deemed most deserving of recognition and whose achievements most closely fit the category for which they have been nominated.

The committee often invites consulting members to assist in its deliberations. All deliberations are kept confidential.

**Submitting Your Nomination**

Read the awards criteria and eligibility requirements before making your recommendations. A candidate may be nominated for more than one award category, and the selection committee reserves the right to grant an award for which the candidate has not been nominated. When submitting a nomination, follow these guidelines:

* Check the list of awards winners to make sure your candidate has not already won an award in the category you are nominating him or her for.
* Review the questions to be answered for each award category and suggestions about supporting letters below and here.
* Fill out and submit the official nomination form online.
* If you know other alumni who would like to support your nominee, they can further strengthen your nomination by making their own.
* Keep all nominations confidential.

**Eligibility**

To be eligible for nomination, candidates must meet the following requirements of the Award criteria:

* Must have matriculated at the University and earned credit toward one of its degrees.
* Cannot currently be an employee of the University except for the Achievement Award, a voting member of the Board of Trustees, or a current member of the Bridgewater University Foundation.
* Must be living and physically able to participate in person at the award celebrations (no posthumous nominations).
* Cannot have previously received an award in the category for which the nomination is submitted. However, previous award winners may be nominated for a different category. It is recommended to allow more than five years to pass before nominating a candidate again for another category.

**Nomination and Supporting Letters**

Though not required, the selection committee encourages you to submit additional supporting materials to help illustrate the scope of your candidate’s achievements. A strong nomination includes multiple letters (two or more are recommended) and documents of support, including press and biographical information on the nominee. Examples include a photo, résumés, CVs, book reviews, news articles, etc.

The quality of the information given is more important than the relative prominence of the writer. Possible contacts include professional colleagues, former students, friends, or fellow volunteers. Letters that comment knowledgeably on the impact of the individual's specific achievements are the most important and helpful. Please share the criteria for the award and the suggested list of questions found in the nomination form with those who are writing letters in support of your candidate.

**Timeline:**

* Nominee Submission July 1st – September 30th **(deadline**)
* Selection/Approval November 30th
* Notification to Recipient December 15th