VIRGINIA STATE UNIVERSITY ALUMNI ASSOCIATION

**CHAPTER PRESIDENT OF THE YEAR AWARD NOMINATION FORM**

|  |
| --- |
| **Nominee Information** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name: | |  | | | |  | Maiden Name: | | |  |
|  | |  | | | |  |  |  | | |
| Street Address: | |  | | | | | | | | |  |  |  |
|  | |  | | | |  |  |  | | |
| City: |  | |  | State: |  | | Zip Code: | |  | |

Studentís Full Name: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Home Number: |  |  | Cell Number: |  |

|  |  |  |
| --- | --- | --- |
| Email Address: |  |  |

|  |  |  |
| --- | --- | --- |
|  | |  |
| **Chapter Information** | | |

|  |  |
| --- | --- |
| Name of VSUAA Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Type of Chapter:** This is determined by the Chapter President’s address. ***(Indicate by checking an x)***  In-State Chapter  Out of State Chapter  **Size of Chapter:** ***(Indicate by checking an x)***  **Small** (7 to 19 members, including life members)  **Medium** (20 to 49 members, including life members)  **Large** (50 to 99 members, including life members)  **Mega** (100 or more members, including life members)  Did Your VSUAA Chapter Submit Its Current Annual Report to the Alumni Association? |  |

*Yes or No*

|  |  |
| --- | --- |
| Did you include a Copy of the Annual Report in this nomination book? (required) |  |

*Yes or No*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education History** | | | | |
| Years Attended VSU: | |  |  | Graduation Date(s): |  |

|  |  |
| --- | --- |
| Degree(s) Conferred: |  |

|  |  |
| --- | --- |
| College/School/Department/ Major: |  |

|  |  |
| --- | --- |
| Graduate Work: *(Institution):* |  |

|  |  |
| --- | --- |
| Degree Conferred / Certification Earned: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work History** | | | | | |
| Current Occupation: | |  |  | # of years in current position: |  |

|  |  |
| --- | --- |
| Current Employer: |  |

|  |  |  |
| --- | --- | --- |
| If retired, former occupation/employer*:* | |  |
| Year of Retirement: |  | |
|  |  | |

|  |  |
| --- | --- |
| |  | | --- | | **Narrative of Leadership Accomplishments (please use additional pages)** |   *Supporting materials (i.e. photos, magazine/newspaper articles, media releases, etc.) should be included to help support the narratives described below. Provide a Chapter photograph, preferably 300 dpi or higher, along with this**nomination form. Please submit all materials in a 3-ring binder (no larger than 3 inches) or binding to secure sheets. Submission should have a neat overall appearance with no handwritten captions.*  **Section I:**  **Chapter Membership Recruitment & Retention**  Provide a brief description of your efforts to increase your chapter’s membership during the  nomination period.  **---------------------------- {Please type or copy/paste your response in the field below} ---------------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 2:**  **Student Mentorship & Recruitment**  Provide a brief description of your efforts to increase your chapter’s student recruitment and mentoring activities conducted on behalf of Virginia State University during the nomination period.  **---------------------------------- {Please type and copy/paste your response in the field below} -------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 3:**  **Community Service and Public Relations** Provide a brief description of your efforts to increase your chapter’s community service and public relations efforts during the nomination period.  **---------------------------- {Please type or copy/paste your response in the field below} --------------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 4:**  **Fundraising Activities.**  Describe any fund-raising activities and/or financial contribution you made to Virginia State University and your chapter during the nomination period.   * Fundraising Activities Amount: $ * Scholarship Activities Amount: $ * Endowment Activities Amount: $ * Direct Student Assistance Activities Amount: $ * Personal Contributions Amount: $   **-------------------------- {Please copy/paste your response in the field below} ---------------------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 5:   Alumni Activities on Campus.**  Alumni-related activities in which you and your chapter participated in during the nomination period. (Please indicate answer whether you attend Homecoming, Alumni Weekend, Commencement, and Founder’s Day.)  **----------------------------- {Please type or copy/paste your response in the field below} --------------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 6:**  **Strategic Development**  Please provide evidence of your short- and long-term strategic development for your chapter and continued growth of Virginia State University.  **---------------------------- {Please type or copy/paste your response in the field below} ---------------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 7:**  **Performance Management**  Provide a brief description of how your leadership has impacted your Chapter’s ability to meet the  chapter’s goals during the nomination period.  **----------------------------- {Please type or copy/paste your response in the field below} --------------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 8:**  **Evidence of Loyalty and Support** Describe any other evidence of your loyalty and support to Virginia State University and the Virginia State University Alumni Association provided during the nomination period. List any special recognitions, honors and/or awards that were bestowed upon the Chapter (under your leadership) during the one year nomination period.  **---------------------------- {Please type or copy/paste your response in the field below} --------------------**  Click here to enter text, please keep response under 500 words (Maximum) |
|  |

**Send Nomination Form & All Supporting Documentation To:**

Virginia State University Alumni Association

Awards Committee   
P.O. Box 2488  
Petersburg, VA   23804

**Contact Information for in-person delivery:**  
Phone: 540 748-2056 (Awards Chairperson)  
E-mail: [louisavsuaa@gmail.com](mailto:louisavsuaa@gmail.com) (Awards Chairperson)

**The nomination package and supporting materials should be postmarked or delivered to the Alumni House for the Alumni Association Awards Committee before or no later than 5:00 pm on the third Friday in March.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | |  | |  |  |
|  | | | |  | |  |  | |  |
| **Application Submitted By:** | |  | | | |
| **Phone:** |  | |  | **Email Address:** |  |

**CHAPTER PRESIDENT OF THE YEAR AWARD**

**Purpose:** The **Chapter President of the Year Award** is the highest honor bestowed upon Chapter Presidents by the Virginia State University Alumni Association. This award is presented to Chapter Presidents for their outstanding volunteer efforts and their significant contributions made on behalf of the Alumni Association. The Chapter President of the Year Award may be divided into four divisions, based on the size of the chapter they are representing (small, medium, large, and mega) and two categories based on the location of the chapters (In-state or Out of State), to equalize competition.

**Criteria:** To be considered for the Chapter President of the Year Award, an individual must meet the following criteria:

* Nomination is required and must be made by a financial member or an active chapter in good standing with the Virginia State University Alumni Association. All nominations are confidential and must be forwarded to the Alumni Association’s Awards Committee for consideration.
* **Nominee must be a member in good standing and provide leadership to an active chapter in good standing.**
* An application package must receive a minimum score of 75 points to be considered for an award.
* Nominee must have encouraged and participated in efforts to establish chapter committees and related activities that address membership promotion and retention, community involvement, fund-raising, and student/alumni recruitment.
* Nominee must have demonstrated continuing interest in and support for both Virginia State University and the Virginia State University Alumni Association by representing at or sending chapter representation to various alumni-related activities, such as Homecoming, VSU Founder's Day, Alumni Weekend, and National Conventions when held.
* If the nominee serves in the dual role of Chapter President and Chapter representative to the Board of Directors, the nominee must have a record of attendance (or provided proxy) at all scheduled National Board of Director meetings.  The nominee must also have a record of attending or sending chapter representation to the Annual Meeting held during Commencement Weekend.
* Nominee must have a record of timely submitting Chapter required documents, such as the Annual Preliminary Report for Chapter Programs, to the Alumni Association online.
* Only nomination forms that have been distributed or posted online by the Association are acceptable for submission. In addition to the nomination form, other supporting documentation such as newspaper and/or magazine clippings, photos, letters, or other appropriate material must also be submitted.  **A photograph, preferably head and shoulder and 300 dpi or higher must also accompany the application.**
* Nominations must be based on accomplishments made from March of the previous calendar year to the present March.

**Selection Methodology:** The Alumni Association Awards Committee will review the nominations and determine the recipient.  The decision of the awards committee is final. The award recipient will be officially announced at the Alumni Association’s Annual Meeting held during the University’s Alumni Weekend & Commencement celebration.