

Jackson Preparatory School, Inc.
Alumni Council
Distinguished Alumnus Award

Guidelines & Procedures

Each year, the Jackson Prep Alumni Council will recognize a person or persons as the Distinguished Alumnus of the Year. The following guidelines and procedures will be used by the Alumni Council.

Nominations

Sources for the nominations will include the following:

- Alumni
- Faculty/Staff
- Parents

The Alumni Office will request nominations from alumni. An announcement soliciting faculty/staff and parents will be included in PrepNotes. A nomination form will be available on the Jackson Prep website, www.jacksonprep.net. Nominations will be submitted to the Alumni Office.

Nomination Guidelines

Characteristics and attributes of the nominees for the Distinguished Alumnus Award should include one or more of the following:

- Sustained interest and involvement with Prep after graduation
- Notable distinction in and significant contributions to one's community
- Outstanding personal, business or professional achievement
- Commitment to Prep's "Tradition of Excellence" in all aspects of life

Nominees not selected in the year they are first nominated may roll to the next year's list of nominees. Unless re-nominated, a nominee for the Distinguished Alumnus Award shall remain active on the nomination list for a maximum of five years.

Selection Process

Each year, the Distinguished Alumnus Award Selection Committee will review the nominations. The Selection Committee will be comprised of the following persons:

- Alumni Council Executive Committee
- 2 at-large members of Alumni Council
- Development Office (ex-officio)

The Selection Committee will review all nominations and determine the nominee. The nominee will be presented to the Headmaster for final approval.

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Recognition

Upon selection, the award recipient(s) will be notified. The recipient(s) will be honored by the Alumni Council and presented with an appropriate gift. In addition, the recipient(s)'s name(s) will be added to the Distinguished Alumnus Award plaque that is permanently displayed at the school. The specific type(s) of recognition will be determined by the Distinguished Alumnus Award Selection Committee and may include one or more of the following:

- Alumni event –Homecoming, Alumni Reunion Weekend, etc.
- Website
- Magazine feature
- Newsletter(s)
- Local newspaper(s)

DISTINGUISHED ALUMNUS AWARD

NAME OF NOMINEE: _____

JACKSON PREP GRADUATE – CLASS OF: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE NUMBER(S): _____

EMPLOYER / BUSINESS NAME: _____

JOB TITLE / POSITION: _____

ACHIEVEMENTS SINCE GRADUATING FROM JACKSON PREP:

Professional Career:

Community Service:

NOMINATING STATEMENT – WHY YOU FEEL THE NOMINEE IS DESERVING OF THE AWARD:

Consider the impact of the nominee’s achievements as well as his/her leadership qualities and ethical standards.

SUBMITTED BY (Print Name): _____

SIGNATURE: _____ **DATE:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE NUMBER(S): _____