

# Southern Association of Collegiate Registrars and Admissions Officers Recognition and Awards Nominations

The 2016 - 17 SACRAO Recognition and Awards Committee invites nominations for:

*Certificate of Appreciation*

*Honorary Membership*

*Distinguished Service Award*

Please provide as much information as possible. Please print your responses and submit only one nomination per form.

## Recognitions and Awards Criteria:

### **Distinguished Service Award – nominations due by August 15, 2016**

This highly selective and rarely given award may be conferred either to current members of the association whose contributions have been so extraordinary as to warrant special recognition while still active, or to individuals retiring from or leaving the profession whose contributions warrant special recognition. Recognition is based on a variety of factors including the nominee's participation in and leadership of SACRAO activities as evidenced by holding office, fulfilling committee responsibilities, and attending and regularly participating in annual meeting programs. Service in the admissions and records profession for a substantial portion of one's career, other professional activities and publications are also considered.

In order to keep this award highly selective, its criteria have been quantified. A point system guides the Recognitions and Awards Committee during its screening of nominees. A year of service as SACRAO president awards 20 points; years of service as president elect and immediate past president award 15 points each. Each term of service as vice president, secretary, treasurer, newsletter editor, LAC chair, and/or MOSIS coordinator adds 10 points. Other annual meeting activities earn a range of points. Up to 50 points may be awarded for exceptional contributions to SACRAO and/or the admissions and records profession. The nominee should earn a minimum of 100 points of documented service.

### **Honorary Membership – nominations due September 1, 2016**

This honor is reserved for individuals retiring from or leaving the profession who have made significant contributions to the admissions and records profession and who took a leadership role in SACRAO (i.e. regularly attended and participated in annual meetings and on committees). Honorary memberships may be accorded retiring individuals in their last year of service prior to retirement if they have formally or officially announced retirement. Otherwise, honorary memberships will be conferred in the year following retirement.

Individuals employed by organizations eligible for SACRAO Corporate Membership cannot be considered for honorary membership (until such employment ceases). The benefits of Honorary Membership are suspended if an Honorary Member becomes employed by an organization eligible for SACRAO Institutional Membership or Corporate Membership.

### **Certificate of Appreciation – nominations due by September 1, 2016**

This recognition is for a major direct or indirect contribution to SACRAO. Both members and nonmembers are eligible for this award. A direct contribution might be, for example, serving as local arrangements chair for the annual meeting. An indirect contribution might be one of financial support of the organization.

# Recognition and Awards Nomination Form for 2016 – 17

Awards criteria are described on the preceding page. Please print your responses and submit only one nomination per form. Please provide as much information as possible to assist the committee in assessing nominations, however simply submitting a name and contact information is acceptable if you do not know additional details. For Honorary Membership nominations please provide the home address and telephone number of the nominee.

**Submission Deadlines:**

Distinguished Service Award: **August 15, 2016**  
Honorary Membership: **September 1, 2016**  
Certificate of Appreciation: **September 1, 2016**

**Submit Forms To:**

Steve McLeod  
Harding School of Theology  
1000 Cherry Rd | Memphis, TN | 38117  
O: 901.432.7733 | F: 901.761.1358  
Email: smcleod@harding.edu

Nomination is for:

- Distinguished Service Award**       **Certificate of Appreciation**       **Honorary Membership**

Name of Nominee: \_\_\_\_\_ Title: \_\_\_\_\_

Institution Name and Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Number of years in admissions, records, or related profession: \_\_\_\_\_

Expected date of retirement or departure from the profession (if applicable): \_\_\_\_\_

Home address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

SACRAO Activities/Offices held (*Please attach an extra sheet, if necessary*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee memberships (*Please attach an extra sheet, if necessary*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Annual meeting presentations (*Please attach an extra sheet, if necessary*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other professional activities (resume may be attached): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Nominator's statement (*Please attach an extra sheet, if necessary*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Nominator's name: \_\_\_\_\_ Title: \_\_\_\_\_

Nominator's institution name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_