



Best Practices to Complete a Distinguished Alumnus Award Nomination

The Distinguished Alumnus Award is the highest honor bestowed upon a former student of Texas A&M University. It is given to those former students who through their distinction in their chosen field of endeavor, selfless service to society, and dedication and loyalty to the University, exemplify the core values of **Excellence, Integrity, Leadership, Loyalty, Respect, and Selfless Service**.

There is no absolute nomination packet that would fit every candidate. Thus, you must craft your nomination letter to include recommendations, examples, and recognitions of your nominee's professional/career/military distinction, service to society, and service/support to Texas A&M University. Gathering and documenting this information takes time, effort, and support from others who may know your candidate, perhaps better than you.

The following tips have been compiled to help you through the process of completing a Distinguished Alumnus Award nomination.

- **A letter of nomination and resume/ CV are required to nominate an individual.**
- You may submit up to three letters of support for a nomination. Choose individuals who can write support letters that complement your nomination letter rather than repeating the same narrative. (Optional)
 - Please reference the award criteria document regarding those who may or may not be able to submit a letter of support.
- Review the Distinguished Alumnus Award Criteria before you begin your nomination to fully understand the nomination process and requirements.
- Recruit as many qualified and knowledgeable individuals as you can to assist with researching the candidate's background. This may include family members, business associates, friends, etc.
- Reach out to staff members of The Association of Former Students or other affiliate organizations (i.e., Texas A&M Foundation, 12th Man Foundation, Texas A&M Corps of Cadets Association, A&M Clubs, etc.) to see if they can share any information/stories about a candidate that may be helpful and appropriate to include in the nomination packet. The same may be said for members of Texas A&M University's faculty and administration.
- Prepare the initial draft of your nomination letter as early as possible, and then modify and rewrite the letter as more information on the candidate becomes available. Do your best to make the letter grammatically correct and factually accurate.
- Take care to ensure that the nomination is complete and submit online at <https://www.aggienetwork.com/programs/awards/da/nomination.aspx> prior to the deadline. See the Nomination Information Outline for a preview of what information will be requested by the nominator.
- Recognize that the role of the nominator is critically essential. Out of respect to the candidate and the Distinguished Alumnus Award selection process, the nominator should put forth the appropriate time and effort to do the job well.
- **Nominations are due August 30 for the following year's selection. (For example, for the 2025 Distinguished Alumnus Award, nominations are due August 30, 2024.)**