

**THE ALUMNI COUNCIL**

**AWARD FOR SERVICE TO PRINCETON**

**GUIDELINES**

1. The Alumni Council Award for Service to Princeton has been established for the purpose of recognizing outstanding service contributions to Princeton by any member of the Princeton family, with special emphasis on those who serve significantly, but inconspicuously.

1. Any alumnus, employee, student, parent or friend of Princeton who has served or is serving the best interests of the University may be nominated. The award may be made posthumously, but preferably only in the event that the individual selected to receive it had been notified, but died before the date established for presentation.

1. Nominations for the award shall be in writing and may come from any source. Nominations will be solicited by an annual letter from the chair of the selection committee to alumni and University leaders. Nominations are welcome from other sources, such as students, faculty and the general public.

1. The chair of the Alumni Council will appoint a special standing committee of the Council to receive

nominations and select annually those to receive the award. The chair of the Alumni Council shall designate the chair of the selection committee. In consultation with the chair of the selection committee, the chair of the Alumni Council shall designate the balance of the selection committee, which shall be composed of nine members, with alumni in the majority, who shall serve in three ‘classes,’ each for a term of three years. A committee member may not succeed himself and not more than one member of each ‘class’ shall represent a special constituency. Members of the committee are not eligible for consideration for the award until after their terms are complete.

1. The chair of the selection committee will convene the committee so as to complete the selection process by April 1. The committee will be assisted by the Alumni Council staff, who will help the committee gather detailed information on candidates.

1. A minimum of three individuals will be selected to receive the award. A maximum of four individuals can be selected to receive the award but only if one of those selected is a member of one of the youngest 20 alumni classes or that age group. Alumni Council staff members currently assisting the committee are not eligible for consideration for the award.

1. The Alumni Council Award for Service to Princeton shall consist of both a gift and a citation. A copy of the citation shall be kept on permanent display at the John Maclean House. Presentation of the awards will normally take place during Reunions.