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| Board Award for Outstanding Contributions to Garrett College | BOT Approved: February 20, 2007 |
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PURPOSE: To publicly recognize and acknowledge the value and appreciation which the Garrett College Board of Trustees attaches to actions or activities of an individual or organization that has significantly and positively impacted Garrett's mission and educational goals.

POLICY STATEMENT: The Board will establish a three person committee annually with membership from the Board to review nominations, if any, for this award. Nominations may come from any source at any time following the procedure outlined below. The Committee will review the nominations received and make its recommendation to the full Board of Trustees by one week prior to the next applicable meeting. The Board will take action on the recommendation at that meeting.

In a given year there may be one award, multiple awards, or no awards.

The Award(s) for Outstanding Contributions to Garrett College will be given at the ensuing Commencement.

A plaque will be erected in an appropriate place bearing the names of the recipients of the Award for Outstanding Contributions to Garrett College.

ELIGIBILITY: Candidates for this award may be found within the College community or outside of that community without limitation or restriction.

NOMINATIONS: Nomination of candidates may be made by an individual or organization in accordance with the procedures outlined here. (Nomination Form attached)

PROCEDURE: Nominations shall be in writing. To assure timely and focused consideration of each

nominee by the Board of Trustees, the following guidelines are prescribed.

1. To be considered for selection within a given calendar year, nominations must be received in the office of the President by the advertised date (typically in February/March of each year).
2. The case for the nominee should be described within one typewritten or clearly printed page together with accompanying materials as the nominator deems necessary.
3. A nominee's noteworthy contributions should be referenced to a specific goal or goals of Garrett. Those goals are described in a printed statement entitled Mission and Goals Statement included on the College Website or available upon request from the President's Office.
4. Strong emphasis should be placed on concrete actions and activities of the nominee along with related specific, tangible, measurable results in a particular time period that significantly and positively impact on this goal or goals (see 3 above).
5. Award(s) to those selected will be made at the Spring Commencement Ceremony.