

# Memorial University Alumni Tribute Awards

## Guidelines

### Definition of an Alumnus/a:

For the purpose of this guideline, Memorial University uses the following definition:

An alumnus/a is defined as any individual who has received a degree, diploma, post-graduate certificate, or certificate requiring undergraduate or academic admission from Memorial University of Newfoundland including Memorial College, the Marine Institute and Grenfell Campus and all predecessors. In all cases, the program of study must have been approved by the Senate of Memorial University or the Academic Council of the Marine Institute (or its predecessors).

### Guidelines for Nomination:

- Nominations must be received by the published deadline. Nomination form submissions can be made [online](#) or via post mail:

Attention: Alumni Tribute Award Nominations  
Alumni Engagement, Office of Public Engagement  
Memorial University of Newfoundland  
20 Lambe's Lane  
St. John's, NL A1C 5S7

- All nominees must be alumni of Memorial University. However, the nominator does not need to be a Memorial graduate.
- Nominations are encouraged from any individual, business or private or public organization.
- Nominations must be for individuals. (In exceptional circumstances, groups - with all members being alumni-may be considered. Businesses will not be considered). There is no limit to the number of nominations that can be submitted by an individual, business or private or public organization.
- Nominees who have previously been recipients of an award can be considered for a different award, however, their contributions will only be considered from the time they were the recipient of their first award to present. Exception: For Alumni of the Year, all activities of the nomination will be considered; however, the activities that form the basis of the previous award cannot be the primary basis for the Alumni of the Year award.
- Donor information is not considered as selection criteria except in exceptional circumstances. For example, the donation was transformative (or otherwise uncommon) in some way for Memorial University and is considered along with other significant merits.
- Nominations are confidential and can be carried forward for one year. In the second year, the nominators will be contacted for additional information in order to bring the nomination packages up to date.
- The successful candidate must attend the Alumni Tribute Awards event to receive the award. Under extenuating circumstances, the committee can agree to award if the recipient is unable to attend.
- The successful candidate cannot be a sitting politician or have intentions to run for a political party prior to the Award Ceremony.
- Writing quality of the submission will not determine the outcome, but the content of the submission will determine the candidates merit to the best of the committee's ability.
- Information not included in the nomination package will not be considered unless it is public information. Committee is not responsible for additional research related to nomination.
- Nominations for a particular award category may be moved to another category with the nominator's approval and consent. The committee may request more information to add to the nomination.
- Final list of recipients will be presented to Memorial University's President and Vice-Chancellor and the Office of General Counsel.

\* If there is a deserving candidate or group that does not fit a category, an award called The Luminus Award can be designated under special circumstances. It is expected this award would only occasionally be offered.

### **SPECIFIC AWARD GUIDELINES**

#### **Alumni of the Year recipient must have:**

1. Achieved exceptionally high distinction in their chosen career or field and/or;
2. Made an outstanding contribution in their field that is highly uncommon and/or;
3. Displayed exceptional human values that are an inspiration to those with whom they come in contact.
4. Remained a committed member of the Memorial University community and the community at large.

#### **J.D. Eaton Award recipient must have:**

1. Displayed exceptional leadership and outstanding volunteer service to Memorial University and/or;
2. Demonstrated strong participation in activities that have enhanced the stature, reputation and overall strength of Memorial University and/or;
3. Represented the university to other appropriate organizations, institutions and/or the community in a manner that showcases Memorial in an exceptional manner.

#### **Horizon Award recipient must:**

1. Be 35 years of age or younger as of the close of nominations for the award and;
2. Demonstrate an exceptional contribution or show a level of achievement in their career or field that is uncommon at a young age and/or;
3. Display exceptional human values that are an inspiration to those with whom they come in contact.

#### **Outstanding Community Service Award recipient must:**

1. Demonstrate exceptional volunteer service at the local, national or international level that has made a positive difference to the well-being of others and/or;
2. Donate their personal time, expertise, or knowledge to others and;
3. Volunteer without generating personal or financial gain and not support or participate in the activity as part of their paid employment.

#### **Privacy**

Memorial University of Newfoundland protects your privacy and maintains the confidentiality of your personal information. This collection of personal information authorized under the Access to Information and Protection of Privacy Act, 2015, SNL2015 CHAPTER A-1.2. Information collected will be stored and/or updated in the Alumni Affairs and Development database and may be used for event planning, fundraising, income tax purposes, statistical reporting and affinity/reunion partnerships. To opt out of receiving information or if you have any questions about the collection and use of your information, please contact the Alumni Engagement, Office of Public Engagement at 1 877 700 4081 or [munalum@mun.ca](mailto:munalum@mun.ca).