Allegany College of Maryland
Distinguished Alumni Award
Procedures

1. Purpose
   a. The purpose of the Distinguished Award is to recognize outstanding achievements of graduates of Allegany Community College/Allegany College of Maryland.

2. Eligibility for Award
   a. Be a graduate of an accredited degree or certificate program.
   b. Have a record of service to the College and/or his/her community on a local, state, and/or national level.
   c. Demonstrate excellence in career field/occupation.

3. Nominations
   a. Nominations will be solicited via the Alumni Newsletter, the Alumni webpage, social media, email, through other appropriate College publications, and at hosted events.
   b. Nominations can be submitted physically or electronically.
   c. Nomination forms can be requested or downloaded from https://www.allegany.edu/alumni/alumni-award.html.
   d. All nominations must be received by the Alumni office by the close of business on March 15th.
   e. All nominations that were not selected will be automatically resubmitted for the following year's award. After two years, nominations must be resubmitted.

4. Selection of Recipients
   a. The Award committee (consisting of the President of the College, Vice President of Advancement and Community Relations, Marketing and Alumni Specialist, and Alumni Association Board President) will meet in March to review nominations.
   b. The Marketing and Alumni Specialist will contact the recipients by phone to notify them of the award and congratulate them on behalf of the Alumni Association.

5. Presentation of Awards
   a. The award shall be presented during a College hosted event.
   b. Recipients will receive an engraved plaque and letter of appreciation from the Alumni Association.

6. Marketing/Promotion of Award Recipients
   a. The recipients will be announced in all marketing vehicles, including social media, Alumni webpage, Alumni Newsletter, and digital signage monitors.
   b. A press release will be prepared announcing each recipient and publicized shortly after selection.