



## **POLICY AND PROCEDURE**

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**Title:** LTCC DISTINGUISHED ALUMNI AWARD  
**Department:** Foundation  
**Contact:** LTCC Foundation Executive Director  
One College Drive, South Lake Tahoe, CA 96150  
(530) 541-4660 x245 or email: [guttry@ltcc.edu](mailto:guttry@ltcc.edu)

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### **Policy**

This award will be based upon an alumni's (graduate or former student) exemplary achievement in his or her particular endeavor in life, which encompasses academic, business and professional and civic activities. It is hoped they will attribute, in some way, their success to learning and experiences while attending LTCC, and that this recognition will encourage support of the college through the Lake Tahoe Community College Foundation.

### **Procedure**

#### **1.0 Nominations**

LTCC alumni may be nominated for the Distinguished Alumni Award five (5) years after their attendance at Lake Tahoe Community College. Only one person shall receive this award during a given year. Nominations for this award can be made by any member of the LTCC faculty, staff, or general public.

#### **2.0 Nominating Committee**

The nominating committee shall be the Foundation Alumni Association Committee. The committee will solicit information from LTCC faculty, staff, LTCC Foundation Board of Directors, Board of Trustees, and Lake Tahoe Community College Council of Six or other reputable sources that might tend to expand or enhance information about a given candidate for this award.

The task of the nominating committee will be to select and recommend three (3) individuals as potential recipients of the Distinguished Alumni Award. One person from this group of three will be selected by the full LTCC Foundation Board as the recipient of this award.

The nomination process will be completed annually no later than March 1<sup>st</sup>. The recipients will be selected by the LTCC Foundation Board of Directors at their regular March meeting. The recipient will be notified by the LTCC Superintendent/President no later than the first week of April.

#### **3.0 Award Recognition**

The presentation of the award and a plaque will be made at the spring LTCC graduation ceremonies. The recipient's name and picture will be placed on a Wall of Honor in an appropriate area of the institution for one year. After the completion of one year, the recognition will remain on the Wall of Honor in the appropriate location.

The institution will publicize the selection of the award recipient. Media coverage may include press releases, posters, interviews, or any other public information that might be appropriate. This dissemination of information will not only be of a positive nature for the institution, but will direct special emphasis to the public support of the LTCC Foundation.

# LAKE TAHOE COMMUNITY COLLEGE

## Distinguished Alumni (graduate or former student)

### NOMINATION FORM

Please include a short cover letter of support

Name (Mr., Mrs., Ms., Dr.) \_\_\_\_\_

Address \_\_\_\_\_

Education: Degree and Field	College or University	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Honors and awards (include scholarships earned and awards in college)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work history and positions held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Present Position: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Volunteer and civic activities: \_\_\_\_\_

\_\_\_\_\_

Other: Include anything not covered above but pertinent to the selection including contributions to society. If necessary, please use the back of this form.

Contact Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Please return to: LTCC Foundation Director, One College Drive, South Lake Tahoe, CA 96150  
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