

# Prairie View A&M Atlanta Metropolitan Alumni Chapter

## Official Chapter Awards Guideline



*Approved: TBD*

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## CERTIFICATION

This document was developed by the awards chapter committee starting in 2019 and adopted by the alumni body during TBD

This official guideline may not be rewritten or amended by non-authorized individuals without the express written approval of the Executive Board of the Prairie View A&M University Atlanta Metropolitan Alumni Chapter

Further suggested changes must be provided to the Awards committee, through the Executive Board, prior to September 1<sup>st</sup> the start of the fiscal year.

Adopted:  
Revised:

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## AWARDS GUIDELINES

### Chapter Member of the Year Award

The **Chapter Member of the Year Award** is granted annually at the End of Year Chapter event to the chapter member who has distinguished themselves professionally and to the service of the Chapter and Prairie View A&M University. The sole recipient of the award is chosen by the Awards Committee through a rated system.

#### ***Who may nominate?***

Chapter members in good standing active for at least 1 year may nominate any member who they believe would be eligible.

#### ***Conditions of Eligibility***

1. Must be a financial member of the local chapter
2. Must be active for at least 1 year
3. Must be a person of integrity and of good moral character such that alumni of the University will take pride in and be inspired by their example
4. Must have a demonstrated interest in Prairie View A&M University and in the chapter have contributed time, talent, or money beyond the normal scope of one's employment to one or more programs to benefit the Prairie View A&M Metro Atlanta Alumni Chapter or the University.

#### ***Nomination Procedure***

1. An electronic application will be made available and should be completed by the active chapter member by the specified returned date set by the awards committee
2. In addition to the electronic application form, you are encouraged to submit additional information to demonstrate your nominee's prior recognition by peers, public image, etc... This may include the nominee's resume, press clippings, or any other information deemed necessary. However, please note letters of recommendation will not be considered.
3. There is no limit to the number of times a person can be re-nominated (if not chosen) in subsequent years.
4. Individuals must be prepared to submit a picture and brief biography to be placed on the website and submitted to NAA.

5. The recipient will also be selected and recommended for the NAA alumnus of the year award if the chapter member is an alumni.

### ***Committee Evaluation Criteria***

1. Each nominee will be evaluated in accordance with the criteria listed below. Please note each area is given a point value. Points shown are for the maximum total. The nominee receiving the highest total points should be presumed the winner.

Item #	Points	Category
1	1	Active member of the Chapter
2	10	Points for each continuous year up to 10 for financial activeness (2 pts each year)
3	24	Points for each event attended including chapter meetings and activities (2 pts each) up to 24
4	10	Is a Chapter Officer: President – 10, Vice President – 8, Secretary / Treasurer – 6, Other Elected Officer - 4
5	5	In a Chapter Committee: Chair – 5, Member – 3
6	5	Attended NAA Convention
7	20	Points for each event attended for NAA or University (2 pts each) up to 20
8	15	Gift Giving Contributions – 1 pt for each \$100 given or raised. Up to 15
9	10	Involved in community activities for the chapter or personally (1 pt per event) up to 10

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## **Chapter Hilltopper Award**

This award is presented to acknowledge and foster goodwill to those individuals that make out of pocket donations of \$500 and over to the Prairie View A&M Atlanta Metro Alumni Chapter's fundraising endeavors or scholarships.

### ***Who may Nominate?***

Executive Board will verify financial records

### ***Conditions of Eligibility***

In order to qualify, an individual must meet the following criteria:

1. Individual must have made out of pocket donations totaling \$500.00 and above (matching gifts do not qualify as out of pocket donations).
2. Individual must have made those donations directly to the Chapter.
  - Donations may be designated in support of Chapter programs or activities
  - Donations may be designated for scholarship or operations.
  - Donations may be designated for Prairie View A&M University Initiatives, Fundraisers, or Colleges
3. Individuals need not be PVAMU graduates to receive recognition

### ***Nomination Procedure***

1. A list of qualifying individuals full name and total dollar amount of donations for the fiscal year will be given to the award committee.
2. In the event of a husband and wife making a donation, a joint award will be made, unless it is verified that two separate donations from two separate accounts were made.

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### **Information Included in the Nomination Form**

1. Nominee's Full Name
  2. Current Address
  3. Telephone
  4. Email Address
  5. Major Field of Study and Class of (If Necessary)
  6. Biographical Data
  7. Professional Data (Email resume and have candidate provide a brief 300 or words)
  8. Support for Documentation – Check if documentation was emailed
  9. Submitted / Nominated By Full Name
  10. Email Address of Nominating Member
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