



NOMINATION PACKAGE INSTRUCTIONS PRESIDENT'S AWARD OF EXCELLENCE IN STUDENT LEADERSHIP

(Please follow the nomination instructions exactly as described below)

A complete nomination package consists of the following

1. Nomination Form (completed by the nominator)
2. Curriculum Vitae (provided by the nominee)
3. Nominee Statement (completed by the nominee)
4. Referee Form (completed by a referee other than the nominator)

Submitting a complete nomination package

Nominators submit the Nomination Form by email to Student Affairs Executive Assistant, Nancy Marcos, marcosn@mcmaster.ca no later than **March 11, 2024**.

All nominations are screened for completion and eligibility. Nominees are notified of their eligibility for nomination and asked to submit a CV and a Nominee Statement by email to Nancy Marcos, marcosn@mcmaster.ca by **April 2, 2024**. Complete nomination packages are reviewed by the selection committee.

While it is helpful if nominators and referees have a reputation for leadership on campus, it is more important that they can speak honestly and from personal experience about the impact that the nominee has had on McMaster University or at the local, provincial or national level. The nominator and referee should each describe a *specific contribution* that the nominee has made, explaining the depth and meaning of that impact and how the nominee's leadership brought it to fruition.

Instructions for the Referee Form

The completed referee form should be no longer than one page, and submitted directly by the referee. Referee forms submitted by the nominee will not be considered.

The referee should not summarize the nominee's CV; rather, the reference should add a distinct voice and a different story that helps the committee understand the depth of the Nominee's impact.

The completed Referee Form should be submitted by email to Nancy Marcos, marcosn@mcmaster.ca by **April 2, 2024**.

Presentation of Award

Successful nominees will receive a letter of congratulations from the President and a medal at Convocation.