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*305 N. Beech Circle, Broken Arrow, OK 74012*

*Tel: 918-663-7060* ***|*** *Fax: 918/663-7058* ***|***[*www.ncda.org*](http://www.ncda.org)

*Toll-Free: 1-866-FOR-NCDA (1-866-367-6232)*

**Application Guidelines for** **NCDA Member Awards**

The National Career Development Association (NCDA) Awards Committee is now accepting applications for all NCDA National Awards. For a complete listing and description of NCDA’s Awards, please review the online information in the **Membership**/**Awards** section of the NCDA website. Any NCDA member may submit a nomination for an Award, including a self-nomination, and winners will be chosen by the Awards Committee; sometimes in cooperation with a representative from another committee.

The Awards will be presented at the annual NCDA Global Conference. Winners are encouraged to attend. View conference details in the **Professional Development**/**Conference** section of the NCDA website.

**NOMINATION PROCESS – Deadline February 7, 2021**

1. Review the specific criteria by award category listed online in the Membership/Awards section of the NCDA website
2. Complete both the **Nominee** and **Nominator Information** sections on the**NCDA Member Awards | APPLICATION** *Cover Sheet* *(page 3)*
3. A letter of nomination in line with the specific criteria by award category in the Membership/ Awards section of the NCDA website (*see both* ***Sample Award Nomination Packets****)*

\* [PLEASE NOTE: The *Graduate Student Research Award* does **NOT** require a letter of nomination.]

1. Two (2) letters of recommendation required (no more, no less); **specifically** citing how the nominee/nominee group meets the award criteria. If the two letters are not received, the nomination will not be considered
2. For **Nominations** of **INDIVIDUALS** submit:
3. The nominee’s résumé or vita (max. four pages)
4. The nominee’s bio

**Relevant Award Categories**

⋅ Diversity Initiative ⋅ Fellow

⋅ Graduate Student Research ⋅ International Practitioner of the Year

⋅ Kenneth B. Hoyt Career ⋅ Legislative

 Education Practitioner ⋅ Outstanding Career Practitioner

⋅ Merit ⋅ Service to International Students

OR

1. For **Nominations** of **GROUPS** (Organizations, Programs or Centers) submit:
	1. Supporting documents that indicate how the nominee group meets the award criteria as listed in the Membership/Awards section of the NCDA website and include the group’s
		1. mission,
		2. services, vision,
		3. goals and/or strategic plan
	2. The nominee group’s bio

**Application Guidelines for NCDA Member Awards** *(continued)*

**NOMINATION PROCESS – Deadline February 7, 2021 at midnight Eastern** *(continued)*

**Relevant Award Categories** for **Nominations** of **GROUPS** *(continued)*

⋅ Diversity Initiative

⋅ Service to International Students

⋅ Exemplary Career Center - Education, Government or Business

⋅ Exemplary Career Center - Non-profit, Community Organizations

1. Forward the complete nomination packet (#s 2-4, including the necessary supporting documents), via email to the **NCDA Awards Committee** at acheek@ncda.org or mail it to:

NCDA Awards Committee

NCDA Communications Coordinator

305 N. Beech Circle

Broken Arrow, OK 74012

**AWARD SUBMISSION CHECKLIST**

|  |  |
| --- | --- |
| for **INDIVIDUAL** nominations | for **GROUP** nominations |
| 🞐 **APPLICATION Cover Sheet** | 🞐 **APPLICATION Cover Sheet** |
| 🞐 \* Letter of **Nomination** | 🞐 Letter of **Nomination** |
| 🞐 (**2**) letters of **Recommendation** | 🞐 (**2**) letters of **Recommendation** |
| 🞐 Résumé or vita (max. four pages) of nominee | 🞐 Supporting documents for group |
| 🞐 Bio of nominee | 🞐 Bio of Group |

\* Not needed for *Graduate Student Research Award*



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**NCDA Member Awards** **|** **APPLICATION***Cover Sheet*

*(Please complete & return this Cover Sheet* ***only****;*

*along**with the information previously specified in #s 3 - 5)*

**NOMINEE INFORMATION:**

NCDA Member Number *(Contact NCDA HQ if nominee/nominee group does not know the number. At least one (1) member of the nominee group is required to be an NCDA member. Please note: nominations are* ***NOT*** *kept confidential from the nominee.)*:

Award sought:

Application Date:

Name of Nominee & title or Name of Career Program:

Mailing Address:

Email:

Phone (business): Phone (cell or home):

Name and contact information of

Supervisor of Nominee or Group/Program:

Hometown Newspaper information (Check with nominee/nominee group/program):

**NOMINATOR INFORMATION:**

NCDA Member Number *(Again, contact NCDA HQ if nominator does not know.)*:

Name:

Mailing Address:

Email:

Phone (business): Phone (home):