



Guidelines for the College of Education and Human Development John E. Trott, Jr. Award in Student Recruiting

In determining the recipient of this award, the following guidelines will be adhered to:

1. A call for nominations will be distributed at least six weeks prior to the presentation of the award. This award is presented at the discretion of the college and as such, may not necessarily be presented each year. Honorees will be recognized at the College of Education and Human Development's *Fall Kick-Off Luncheon* held on **Wednesday August 21, 2019**.
2. Eligible individuals must **not** be currently employed by the College of Education and Human Development.
3. The recipient must be/have been a significant representation of the university and/or the College of Education and Human Development's undergraduate and/or graduate student recruitment efforts to be eligible for nomination.
4. The recipient must demonstrate outstanding accomplishments, such as:
 - Volunteerism with recruitment programs
 - Representation of the college beyond normal assigned duties
 - Positive influence on prospective students
5. Nominations can be submitted by any individual with first-hand knowledge of the nominee's contribution to the college's undergraduate and/or graduate student recruitment efforts. The nomination packet **may not exceed eight pages** and should include the nomination form, a vita/resume, a nomination letter and no more than two letters of support (please note, letters may not exceed two pages).
6. Nomination letters should be addressed to the **John E. Trott, Jr. Award in Student Recruiting Selection Committee**
7. The recipient will receive a plaque for the **John E. Trott, Jr. Award in Student Recruiting** and lunch reservations for two at the *Fall Kick-Off Luncheon*.
8. Recipients of this award are eligible for nomination again after five years.
9. Nomination packets are to be sent to Wendy Kreider at wkreider@tamu.edu by **Friday, May 24, 2019**. Only complete nomination packets will be forwarded to the selection committee for consideration.