

HPHS Alumni Association Nomination form for:
*Distinguished Alumni, Distinguished Service,
and Highlander Award*

NOMINEE info

Please read the attached (page 3) qualification information before completing this form.

Name: _____ Class Year _____

Home Address: _____

Phone: _____ E-mail: _____

Principal Business: _____

Place of Birth: _____ Date of Birth: _____

Spouse's Name: _____

Children: _____

Being considered for (circle one):

Distinguished Alumni

Distinguished Service

Highlander Award

NOMINATOR info

Name _____ Class year (if applicable) _____

Address _____

City, State, Zip Code _____

Home Phone _____ Business Phone _____

E-mail address _____

Date of Nomination: _____

**Thank you for taking the time to prepare this nomination packet.
The honorees will be selected in mid December and you
will be notified at that time.**

Education: (Names of schools with dates of attendance, degrees, honorary degrees with names of schools. Note: A minimum of two (2) years of attendance at HPHS is a requirement of the Distinguished Alumni Award.)

Career Summary: (List position, company, location and date of professional practice. Include military service record. Former faculty member nominations must meet requirements as outlined in the instructions.)

Civic, Philanthropic, Religious, Fraternal and Political Activities: (Include office held and dates. Note: Participation in HPISD groups in subsequent category.)

Professional or Commercial Activities: (Corporate directorships or similar activities, teaching, consulting, professional societies.)

Non-Business Directorships and Trusteeships: (Foundations, trusts, hospitals, etc.)

Citations and Awards: (Business, professional, public service, military decorations)

Noteworthy Special Work: (Research, inventions, publications, outstanding artistic or professional works.)

Participation in HPISD activities, if any: (Offices held in PTA, School Board, Dads Club, Sports Club, etc.)

ATTACHMENTS:

In addition to this form, you may submit other information such as a vita, newspaper or magazine clippings, etc. Please be as concise as possible in order to facilitate the sharing of this information with the committee. **If available, please attach a photograph**

PERSONAL STATEMENT OF RECOMMENDATION:

Please state in a cover letter why you believe the nominee should be considered for the Award **along with at least 3 but no more than 10 support letters.** Please mail completed packet to:

The Alumni Awards Program
Highland Park High School Alumni Association
4201 Grassmere Lane, Dallas, Texas 75205
Attn: Jenni Scoggins, Director

Highland Park High School Alumni Association Alumni Awards Program

Information and Instructions for Nominator

Please read the following carefully before submitting a nomination.

I. The Awards

- A. Distinguished Alumni Awards shall be given to honor former students of the Highland Park Independent School District whose achievements, strength of character and citizenship serve as models to inspire and challenge today's youth.
- B. Distinguished Service Award shall be given as a special award to honor former faculty members and other individuals whose service to and support of the District has been outstanding.
- C. Highlander Award is given to an individual who has demonstrated significant commitment to the HPISD community through the giving of time, energy, and / or resources.

II. Conditions of Eligibility

- A. The Distinguished Alumni Award shall be open to any alumnus or alumna who attended Highland Park High School for a minimum of two (2) years and is at least 30 years of age at time of nomination. Awards for alumni will be given for achievement in various fields of service which include, but are not limited to, the arts, athletics, business, education, entertainment, law, medicine, military, music, philanthropy, politics, public service, religion, scholarship and science.
- B. To qualify for nomination for a Distinguished Service Award, a faculty member must have completed at least ten (10) years of service to the District. At least two (2) years must have elapsed between the nominee's last full time service to the District and the end of the school year in which the award is to be granted.
- C. To qualify for nomination for a Highlander Award, that person's service to and support of the District must be outstanding.
- D. Awards may be given posthumously and, in such instances, there shall be no age requirement.

III. Nomination Procedure

- A. Any person may submit nominations.
- B. Submittal of a completed Nomination Form is required. **It must be typed. You may also attach documents to this form. A cover letter is needed as well, along with at least 3 but no more than 10 support letters.**
- C. Nominations may begin on the day following the most recent Awards presentation and continue through **November 1st**. Nominations received after **November 1st** will be considered as nominees for next year's Award.
- D. The Awards Committee shall consider all nomination information confidential.

Completed Nomination Forms should be returned to: The Alumni Awards Program, Highland Park High School Alumni Association, 4201 Grassmere Lane, Dallas, TX 75205, Attn: Jenni Scoggins, Director

IV. Selection Procedure

- A. An Awards Committee shall receive and review all nominations and select Award recipients. The committee may request further supportive documentation from a nominator.
- B. No more than three (3) Distinguished Alumni Awards; no more than (1) Distinguished Service Award and (1) Highlander Award may be presented in any one year.
- C. The Awards Committee reserves the right to reject any or all nominations.
- D. Individuals nominated for an Award and not chosen shall be considered nominees for two (2) additional years. At that point the nomination will be tabled for at least a year and then the nominator **may** re-nominate that person for another three year period.