Cornerstone Awards Nominations
will be accepted until 12:00pm on Wednesday January 29, 2020

1. Review the award criteria and fact sheet ([https://uncw.edu/osle/celebrate/cornerstone.html](https://uncw.edu/osle/celebrate/cornerstone.html)) to determine which students you believe meet the criteria for specific awards. Have questions about eligibility or the awards process? Be sure to attend one of our Cornerstone Awards Information Sessions:
   - Tuesday, December 17 from 10-11am in the Topsail Island Room
   - Wednesday January 22 from 9-10am in the Topsail Island Room
We encourage nominators to nominate a student for any award that aligns with the student’s experience. You may nominate the same student for multiple awards.

2. We highly recommend that you discuss the student nominee process with your department colleagues. This conversation will help to make sure all qualified students are nominated. Some departments choose to collectively determine who will write recommendations in order to streamline the number of recommendations each person writes/submits. This can also be done between departments as well.

3. We recommend that you communicate your nomination with the student. By notifying them of your intended nomination, you can discuss with them their involvement and use this information in your recommendation. The student can also begin to prepare their supporting materials (resume and short essay) as soon as possible. You might also consider reviewing the student’s supporting materials and providing them with feedback before they submit them in February. And finally, many students want to know who their nominator is and thank them. We do not give them this information in the nomination notification email (it is a mass email that is sent) but if they ask us specifically, we do tell them.

4. NEW: Nominations NO LONGER REQUIRE a recommendation letter – a short response that provides 2-3 reasons/detailed examples of how the student embodies the criteria of the award(s) is all that is needed! While a letter is no longer required, please provide specific and thorough reasons why you believe why a student meets the award criteria. We use recommendation letters to write the banquet script, so having a few powerful statements about the student’s qualifications is crucial.

5. NEW: multiple nominations per student can be submitted at the same time! Just check all the awards you would like to nominate a student for and write one supporting nomination statement that highlights why they collectively meet the criteria for all the awards.

6. Complete the submission survey ([https://uncw.edu/osle/celebrate/cornerstone.html](https://uncw.edu/osle/celebrate/cornerstone.html)). You will need the student’s UNCW email, 850 number, and anticipated graduation semester.

7. Nominations will be accepted until 12pm Wednesday January 29, 2020. If you have questions, please contact the Office of Student Leadership and Engagement at (910) 962-3877 or email engage@uncw.edu. Students will be notified of their nomination (if they are verified eligible) by the end of the day on Tuesday February 4, 2020.