



KEYSTONE OAKS SCHOOL DISTRICT ALUMNI ACHIEVEMENT AWARD

I.) Mission:

The purpose of the Keystone Oaks School Alumni Achievement Award is to honor and perpetuate the memory of those individuals whose post graduate accomplishments have brought recognition, honor, distinction, and excellence to the Keystone Oaks School District through their accomplishments or contributions in academia, arts, citizenry or through their professional achievements.

II.) Committee's Purpose:

- 1.) Solicit and review nominations for receipt of the Alumni Achievement Award
- 2.) Select (elect) members to receive the Alumni Achievement Award.
- 3.) Organize and conduct recognition ceremonies.

III.) Committee's Membership:

- 1) Board President
- 2) Board Vice President
- 3) Chairperson of the Communications Committee
- 4) Two previously inducted alumni as recommended by the superintendent.
(This rule will obviously not apply in the first year of the program).
- 5) Senior Class President of the most recent graduating class
- 6) Current President of the Board of Trustees of the Keystone Oaks Foundation for Educational Excellence
(The President may appoint another Board Member to serve)
- 7) Two current Keystone Oaks staff members as recommended by the superintendent
- 8) Members of the Communications Committee may also serve if they are available.

The public relations director will serve as the chairperson and primary advocate for each nominee. The chairperson will have no voting responsibility or voting authority.

IV.) Meetings:

A minimum of two per year and as business dictates.

V.) Eligibility:

- 1.) A person will be considered eligible for nomination for the Keystone Oaks Alumni Achievement Award if, at the time of nomination, he/she fulfills all of the following criteria:
 - a.) The individual is an alumnus of the Keystone Oaks High School or Dormont High School.
 - b.) The time period since receiving his/her diploma has been at least ten years. Additionally, each year, the committee may elect to induct one individual who has graduated within the past 10 years and has met the criteria of extraordinary achievement in academia and/or the arts; professional accomplishments; and/or service to the Keystone Oaks community.
 - c.) The individual has distinguished himself/herself in his/her area of accomplishment and attributes a portion of his/her success to the time he/she spent at Keystone Oaks. Specifically, successful candidates must be judged to have met some level of extraordinary achievement in academia and/or the arts; professional accomplishments; and/or service to the Keystone Oaks community.
- 2.) A person will be considered eligible for nomination as an honorary alumnus if, at the time of nomination, he/she fulfills the following criteria:
 - a.) The individual did not attend Keystone Oaks High School but has made significant contributions to Keystone Oaks.
 - b.) The individual has not been employed by the Keystone Oaks School District for at least five years, though they may still maintain an affiliation with the district.

VI.) Nominations:

- 1.) A nomination shall consist of a completed nomination form and biographical information including the candidate's employment history, education background, professional and related affiliations, honors and achievements. **Please submit an image of the nominee electronically to Sarah Welch – welch@kosd.org.**

It is the responsibility of the nominator to provide complete information. Optional supporting materials can be included as part of the nomination. (Please do not include original clippings, photos or other materials as these will not be returned.)

- 2.) Nominations will be received by the chair of the committee. This person will be responsible for compiling necessary information for presentation to the selection committee.
- 3.) Nominations will be accepted from any source, including members of the committee.

- 4.) No member of the committee may be nominated for an Alumni Achievement Award during his/her term.
- 5.) No limit shall be applied to the number of times a nominee may be considered.
- 6.) A new list of nominees will be generated each year. Previous nominations will be retained for consideration for three years.

VII.) Selection and Election:

- 1.) Each year the Keystone Oaks Alumni Achievement Award Committee may elect a maximum of four eligible alumni inductees.
- 2.) Each year the Committee may elect one honorary alumni inductee.
- 3.) A two-thirds majority vote of the committee membership shall be required for election of an inductee.

VIII.) Honors and Awards:

- 1.) Honorees will be officially recognized and inducted at an appropriate ceremony as determined by the selection committee and the superintendent.
- 2.) Each inductee will receive an individual award and his/her name will be inscribed on an Alumni Achievement Award plaque that will be on permanent display.

IX.) General Details:

- 1.) Timing for soliciting nominations, selection of inductees, and time and location of ceremonies shall be established by the committee with approval of the superintendent.
- 2.) Any exceptions or changes to this document shall require a two-thirds majority vote of the membership of the committee and the approval of the school board.



KEYSTONE OAKS SCHOOL DISTRICT ALUMNI ACHIEVEMENT AWARD NOMINATION BALLOT

1.) Submitter Information

A.) Name: _____

B.) Email Address: _____

C.) Phone: _____

D.) Address: _____

E.) City, State, Zip: _____

F.) Affiliation with Keystone Oaks School District: _____

G.) Relationship to the Nominee: _____

H.) Would you like to remain anonymous? (Y / N). You information will be kept on file, but will not be made public at any point during the nomination process or at the Award Reception.

NOMINEE INFORMATION

A.) Name: _____

B.) Maiden Name: _____

C.) Nickname: _____

D.) Address: _____

E.) City, State & Zip: _____

F.) Telephone: _____

G.) Date of birth: _____ H.) Date of graduation: _____

2.) DECEASED NOMINEE INFORMATION:

A.) Name: _____

B.) Maiden Name: _____

C.) Nickname: _____

D.) Address: _____

E.) City, State & Zip: _____

F.) Telephone: _____

G.) Date of birth: _____ H.) Date of graduation: _____ I.) Date of death: _____

J.) Nearest living relative: _____

3.) BIOGRAPHICAL INFORMATION *Alumni Award* (Include accomplishments, awards, honors, etc.):

4.) BIOGRAPHICAL INFORMATION *Honorary Alumni Award* (Include contributions and area of service to Keystone Oaks):

You may also attach additional information.

ALL NOMINATIONS ARE DUE FRIDAY, APRIL 6, 2018. NOMINATIONS RECEIVED AFTER THAT DEADLINE WILL NOT BE CONSIDERED.

For traditional mailing purposes, please return your completed application including your complete contact information to the address below:

Sarah Welch
c/o Keystone Oaks School District
1000 Kelton Avenue
Pittsburgh, PA 15216-1984

For electronic mailing purposes, please return your completed application including your contact information to the address below:

welch@kosd.org