



March 28, 2018

Dear Graduation Applicant:

We want to be sure that you are aware of the President's Leadership Award that is presented to a graduating student at Commencement. You might be qualified to apply for this award.

Enclosed with this letter is a copy of the nomination/application instructions including the award qualifications and the nomination procedure. Please note the award nomination/application deadline is April 19, 2018. All nomination/application materials **must be submitted together by you in person** to Student Central Office no later than 2:00 p.m. on Thursday, April 19, 2018. **No materials will be accepted late.**

The President's Leadership Award in the amount of \$1,000 is presented to a graduating student who has demonstrated "outstanding leadership ability" during his/her enrollment at Bunker Hill Community College.

We encourage all qualified graduating students to apply for this award. If you have questions or would like more information, please call Student Central Office at (617) 228-2275.

Sincerely,

Student Central Office

Enclosure

CHARLESTOWN CAMPUS
250 New Rutherford Avenue • Boston, Massachusetts 02129-2925
Telephone: 617-228-BHCC TTY: 617-228-2051

CHELSEA CAMPUS
175 Hawthorne Street • Chelsea, Massachusetts 02150-2917
Telephone: 617-228-2101 TTY: 617-228-3377

SATELLITE LOCATIONS
East Boston • Malden • South End
www.bhcc.mass.edu

**BUNKER HILL COMMUNITY COLLEGE
2018 PRESIDENT’S LEADERSHIP AWARD**

The President’s Leadership Award of \$1000 is presented at Commencement to a graduating student who has demonstrated “outstanding leadership ability” during his/her enrollment at Bunker Hill Community College.

QUALIFICATIONS: To qualify for this award, the nominee must have:

1. Completed graduation requirements during the Fall 2017 semester or by the end of the Spring 2018 semester. Recipients of a previous degree from BHCC are not eligible.
2. Completed a minimum of 30 credits at BHCC.
3. Earned a minimum cumulative grade point average of 3.50.
4. No outstanding In-Progress grades at the time of the application deadline (April 19, 2018).
5. Performed demonstrable acts of leadership and service either within or outside the College while a BHCC student. Those acts must not have been a part of any course requirement (i.e. the student must have performed these acts without having received academic credit).

NOMINATION/APPLICATION PROCEDURE:

1. The applicant must be nominated by a member of the BHCC faculty, staff, and/or a community leader; a copy of the nomination form is enclosed. Copies are also available at Student Central Office.
2. The applicant must provide three letters of recommendation from a BHCC faculty or staff member, and/or a community leader. These three letters must speak to the applicant’s leadership qualities. If the applicant engaged in leadership and service off-campus, one of the letters must be from an individual from that organization or agency who in their letter, will verify the leadership and service that was provided and speak to the applicant’s leadership qualities. The letter should be submitted on company letterhead.
3. The applicant must write an essay, describing specifically the leadership and service he/she provided and why he/she believes he/she deserves this award.
4. The nomination form, three letters of support, and the applicant’s essay, must be submitted to Student Central Office no later than 2:00 p.m. on Thursday, April 19, 2018. It is the responsibility of the applicant to ensure that all application materials are completed (the nomination form, three letters of support (the letter should be submitted on company letterhead), and applicant’s essay) are all signed by the person who wrote them and submitted together by you in person to Student Central Office by the April 19, 2018 deadline. **Materials will not be accepted late.**

Applicants selected for an interview by the Screening Committee must be available for an interview. **Interview date to be determined finalist will be informed by email of the future date.**

5. The Screening Committee will recommend two to three finalists to the President. **Finalists must be available for an interview with the President date will also be determined.**
6. The decision of the President is final. The award will be presented at the 2018 May Commencement.

**BUNKER HILL COMMUNITY COLLEGE
2018 PRESIDENT'S LEADERSHIP AWARD
NOMINATION FORM**

THIS SECTION TO BE COMPLETED BY INDIVIDUAL MAKING NOMINATION

Print your name: _____ Date: _____

Telephone number: _____
Day Evening

Nominator's Signature: _____

I hereby nominate _____ for the President's Leadership Award to be presented at Commencement. "Outstanding leadership ability" has been demonstrated during the period of enrollment at Bunker Hill Community College through the following activities (*attach additional sheets as necessary*):

The nominee has completed graduation requirements during the Fall 2017 semester or is scheduled to complete requirements by the end of the Spring 2018 semester; completed 30 or more credits at Bunker Hill Community College; and has a minimum cumulative grade point average of 3.50. Three letters of support are attached as well as an essay written by the nominee describing his/her leadership or service and indicating why he/she believes he/she deserves this award. The nominee has agreed to have his/her name placed in nomination and agrees to be interviewed if requested.

THIS SECTION TO BE COMPLETED BY STUDENT BEING NOMINATED

Signature of student being nominated: _____

Student ID Number: _____ Date: _____

Mailing Address: _____
Street Apt #

_____ City State Zip Code

Telephone: _____
Day Evening

This form and all other required supporting material must be submitted by applicant in person to Student Central Office by 2:00 p.m. on Thursday, April 19, 2018. **Materials will not be accepted late.**