



January 2, 2019

Dear Graduation Applicant:

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

Enclosed with this letter is a copy of the nomination form/application instructions including the award qualifications, and the nomination procedure. Please note the award nomination/application deadline is March 28, 2019. 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, March 28, 2019. **Late materials will not be accepted.**

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
Phone: 617-228-2000 TTY: 617-242-2365

CHELSEA CAMPUS

70 Everett Avenue • Chelsea, Massachusetts 02150-2917
Phone: 617-228-2101 TTY: 617-884-3293

ADDITIONAL LOCATIONS

Chinatown • East Boston • Everett • Malden • South End • Quincy

bhcc.edu

**BUNKER HILL COMMUNITY COLLEGE
2019 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 2018 semester or by the end of the Spring 2019 semester. Recipients of with 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 (March 28, 2019).
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, March 28, 2019. It is the responsibility of the applicant to ensure that all application materials are completed (the nomination form, three letters of support (letters should be printed on company letterhead and signed by the person who wrote them), submit all of your material by you in person to Student Central Office by March 28, 2019 deadline. **Late materials will not be accepted.**

Finalist selected by the Screening Committee must be available for an interview. **Interview date: is to be determined; finalist will be informed of future date.**

5. The Screening Committee will recommend two to three finalists to the President. **Finalists must also be available for an interview with the President future date will also be determined.**
6. Final decision will be selected by President.
7. This award will be presented at the 2019 Commencement.

**BUNKER HILL COMMUNITY COLLEGE
2019 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 2018 semester or is scheduled to complete requirements by the end of the Spring 2019 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, March 28, 2019. **Late Material Will Not Be Accepted.**