January 2, 2020

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 26, 2020. All nomination/application materials must be submitted together to Student Central Office no later than 2:00 p.m. on Thursday, March 26, 2020. 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
BUNKER HILL COMMUNITY COLLEGE
2020 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 2019 semester or by the end of the Spring 2020 semester. Recipients 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 26, 2020).
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 via this link https://www.bhcc.edu/scholarships/.
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 and sign by the person who wrote the recommendation letter.
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 26, 2020. 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 the recommendation letter), submit all of your material in person to Student Central Office by March 26, 2020 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 2020 Commencement.
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 2019 semester or is scheduled to complete requirements by the end of the Spring 2020 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 26, 2020. Late Material Will Not Be Accepted.