



## The Loyalty Award of Delta Gamma - Submission Instructions

### AWARD DESCRIPTION:

The Loyalty Award is presented by the Fraternity to alumnae members who demonstrate outstanding service beyond the Cable Award. This award honors an alumna member who has received the Cable Award and demonstrates extraordinary commitment and an appreciation for distinctive dedication to Delta Gamma for at least 20 collective years. Her service may be at the international, regional or local level(s).

The Fraternity Awards Committee relies on the nomination application and all aspects of the submission for evaluation purposes. A comprehensive presentation of a nomination is essential. Final selections are made by Fraternity Council.

### ELIGIBILITY REQUIREMENTS:

- A nominee must be a Cable Award winner
- A nominee's Fraternity service must reflect a minimum of 20 years of collective service to the Fraternity. Gaps of service are allowed.
  - There is no requirement to have a minimum number of years of service after receiving the Cable Award.
- A nominee must exhibit distinctive dedication. Serving at the Cabinet/Council level does not automatically qualify a nominee.
- A nominee's Fraternity service:
  - Does not need to be in the immediate past (i.e., a nominee's service could have taken place 20 years ago, but if 20 years were collectively served, the nominee is eligible.)
  - does not include years of Fraternity employment (e.g., Collegiate Development Consultant, Executive Offices staff)
  - does not include collegiate honors or offices
  - does not include professional or community activities unrelated to Delta Gamma
- Members of Council, the Foundation Board of Trustees, the Nominating Committee and the Fraternity Director: Awards are ineligible for nomination while in office

### PREPARING THE APPLICATION:

- Allow adequate time for contacting alumnae to write and submit letters of support and assemble the application. *Many groups start this process in the summer.*
  - It is helpful to provide letter writers with the Loyalty Award description, and inform them of the award confidentiality
  - Consider requesting photographs of the nominee at the same time as support letters
- View the [Comprehensive Individual Alumnae Award Winners](#) and [2020 & 2021 Individual Alumnae Award Recipients](#) documents in the Delta Gamma Library to determine which, if any, Delta Gamma awards the individual has received.

- If you are an alumnae group officer, you can access the dates and office of the nominee's Fraternity service in Anchorbase. Go to the menu and select Awards > Reports > Volunteer History of Alumnae Group Members. If you cannot access this report in Anchorbase, you can find a member's award and service history via the member search at [members.deltagamma.org](http://members.deltagamma.org). Once logged in, hover over the Directory tab and select Member Search. Search for the member you are looking for, and select See Profile in the results.

### **ASSEMBLING THE APPLICATION:**

- It may be helpful to compose the full submission information in a Word document that may be revisited and saved
- The online application may be accessed/completed via desktop, laptop and/or iPad devices
- It is recommended that nominators do not wait until the intended date of submission to access the online application for the first time
- Online applications do not have to be completed in one sitting. You may save and revisit your application until submission is complete.

### **SUBMITTING THE APPLICATION:**

- Applications may be submitted by any Delta Gamma member
- Applications must be submitted online through the [Google Form application](#)
- **The application deadline is 11:59 p.m. on November 15, 2021** (in the submitter's time zone). This is a firm deadline.

### **REQUIRED MATERIALS AND INFORMATION:**

- Nominee name (maiden and married, if applicable)
- Nominee's current alumnae chapter membership, if applicable
- Nominee's mailing address (street, city, state/ province, zip/postal code)
- Nominee's chapter and university of Initiation
- Nominee's Initiation year
- Any Delta Gamma individual alumnae awards (Cable, Anchor, Oxford, Shield and/or Rose) received and year(s) presented
- Status of 2021-2022 per capita dues payment and/or status as a 50-year member
- Date award will be presented
- Chronological information including specific dates (mm/yy-mm/yy) of all Fraternity activities. Must reflect a minimum of 20 years of collective service.
- At least **three** letters of impact from Delta Gamma alumnae supporting the nominee's extraordinary participation and devotion to Delta Gamma, must be submitted
  - Letters of impact help the members of the Awards Committee get to know the nominee on a more personal level.
  - Letters should demonstrate the nominee's impact to the Fraternity, local alumnae group, collegiate chapter, house corporation or any other Fraternity area. Nominators are encouraged to describe the specific ways this member has formed relationships, created personal moments and performed meaningful service.

- Most letters have three parts: an opening statement that identifies the relationship of the letter writer to the nominee, 1-2 middle paragraphs that demonstrate the impact of the member's service, and a closing statement.
- Any additional information, including additional recommendation letters, media coverage, and other supporting documentation may be submitted
- Nominator contact information and where the award certification should be mailed

**Nominations are due by 11:59 p.m. (in the submitter's time zone) November 15, 2021.**

Final selections are made by Fraternity Council.